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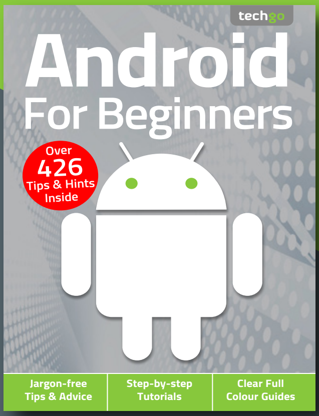
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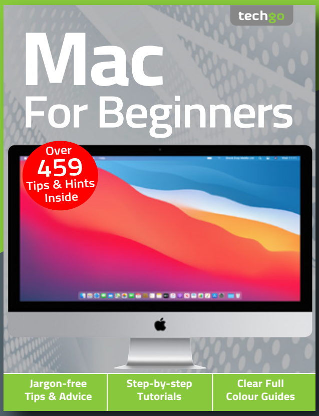
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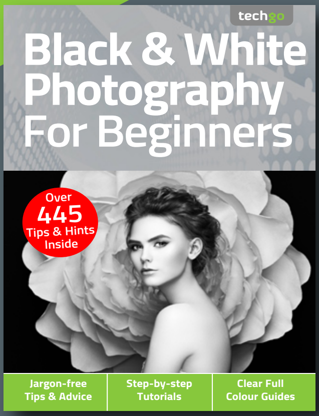
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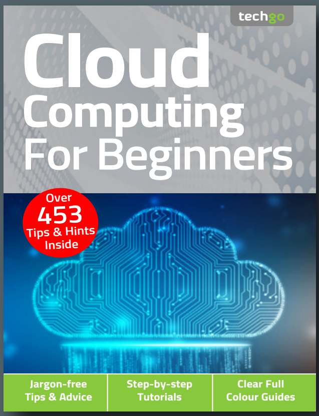
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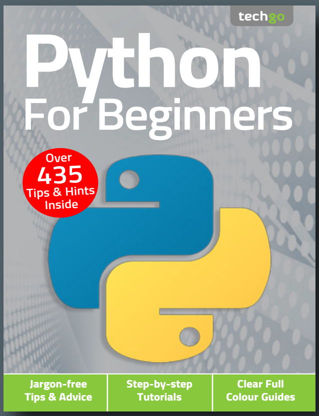
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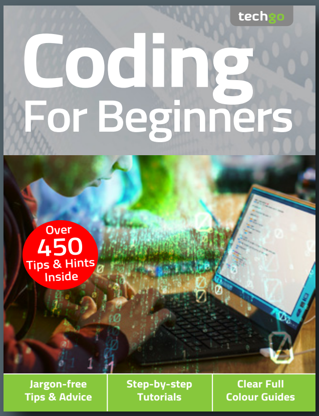
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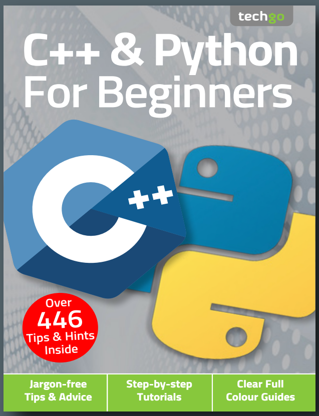
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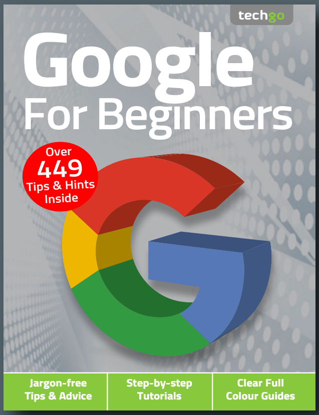
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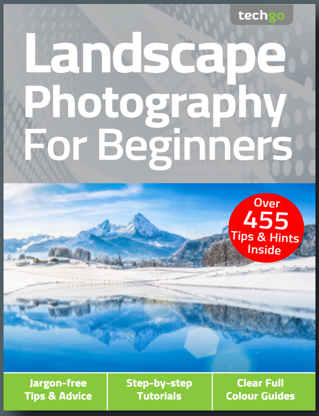
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Mac

For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been "beginners", there is no shame in that fact and rightly so. How many times have you asked aloud, "What does this button do?". "Why doesn't that work?". "What do you mean it doesn't do that?". "HELP!". At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we're sure with our support you won't need it.

Contents

sequence, check out this updated board.

Here it is:

Thanks! I'll make sure to use this.

So I just heard from the studio heads, they LOVE it and they think film juries will too!

Trip to Santa Fe
2 new photos from Noel Mallari

Cavanna's Home
Hallway lights off

Kickoff meeting...
10:30–11:30 AM
Bicycle tune-up
1:30–2:15 PM
Girls coding club
3:30–4:30 PM

To: Velosa Studio
Search
Home!
Family
Kristen
Amber
Neighborhood
Kevin
Ivy
Janelle
Velosa Studio
Simon
Lauren Winslow
9:30 AM
Herman
Secret about box.
Friday
Amber Spiers
Simon Pickford
Mon Jun 22 9:41 AM
PHOTOS
6m ago
HOME
24m ago
JUNE
ON THIS DAY
June 22, 2019
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“Big Sur is an amazing operating system. It marks the start of the macOS 11 line and is the future of computing; bringing together the very best aspects of the desktop and the mobile together in a single, powerful environment.”

Can You Run macOS Big Sur?

Older Macs cannot be updated to the new operating system, so if you want to upgrade your Mac to macOS Catalina, it must be one of the following models:

MacBook	Early 2015 or newer	iMac	Late 2012 or newer
MacBook Air	Mid 2012 or newer	iMac Pro	2017 or newer
MacBook Pro	Mid 2012 or newer	Mac Pro	2013 or newer
		Mac mini	Late 2012 or newer

The Mac Range

Mac mini or iMac? Apple Silicon processor or Intel? Big screen or external monitor? Buying your first Mac can be bewildering but we're here to help. We bring you a guide to the current Mac models, their strengths and weaknesses and an outline of their expansion options and range of connectivity ports.

MacBook Air
MacBook Pro

The new MacBook Air, 13-inch MacBook Pro, and Mac mini are now powered by M1, Apple's revolutionary chip.

Apple Silicon is Here!

Apple has lifted the lid on the first of its new generation of Mac processors. Let's take a look at why they're a significant step forward from the previously used Intel CPUs, and are taking the Mac range to the next level.

Apple is changing the processors used in the Mac. Instead of Intel central processing units, or CPUs, the company is switching to its own Apple Silicon chips, the first of which is the M1 processor. It's already unveiled the first computers running on the new processors. As a CPU is at the heart of a computer, executing the instructions that make up a software app, this is very big news indeed.

It isn't the first time Apple has changed the Mac's processors. In 2006, it dropped the IBM PowerPC processor in favour of Intel's chips, and before that, the Motorola 68040 series was abandoned for the PowerPC CPUs. Over the next few years, it makes a change once again as Intel CPUs are gradually phased out, and are replaced by Apple Silicon processors. But why? According to Apple, the changeover makes Macs faster and more efficient, while using less power, which is very important for battery life in notebooks. According to Johny Srouji, Apple's vice president for hardware technology, "The first thing this will do is give the Mac a whole new level of performance."

Also, as the Apple Silicon chips are based on the same architecture as Apple's mobile devices, it will be easier to develop for Macs, iPads and iPhones together, creating one app that works on all platforms. We're promised Apple Silicon Macs can run iOS and iPadOS software natively, and converting apps from one platform to another is a quick and simple affair.

The first of the Apple Silicon CPU series is the M1 chip, and on 10th November 2020, Apple lifted the lid on the first Macs that use it. And they're looking pretty special.

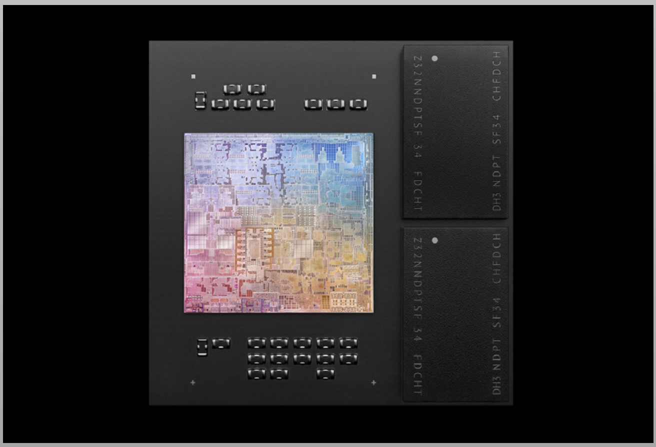
The M1 CPU

Apple is no stranger to designing and manufacturing processors. It has been making chips for the iPhone, iPad and iPod touch for years. But the new M1 CPU, Apple's most powerful chip yet, is its first designed for the Mac. The M1 is an entire system on a single chip. In the past, a Mac needed several chips running alongside the CPU. There was a controller for data transfer in and out, and another for the Thunderbolt ports alone. Solid state memory required more chips, as did the Apple T2 for security features. Not any more. The M1 combines all these technologies into a single unit, which is great for efficiency, and therefore, performance.

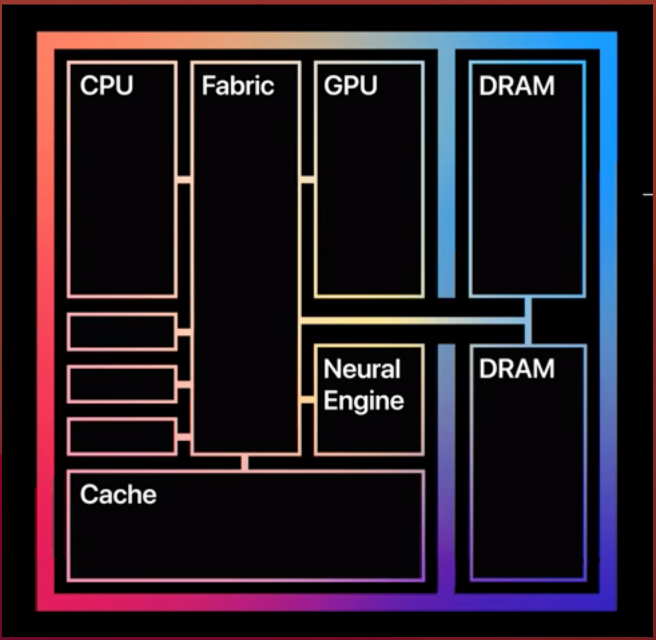
The M1 chip uses five nanometer technology. What this means is an individual transistor, the things that do the work in a processor, is just five billionths of a metre large; the same size as ten atoms. Smaller transistors makes for greater speed and efficiency, and also – crucially – it means you can cram more of them onto a smaller area. The M1 packs in an amazing 16 billion transistors, the most Apple has ever put on a chip.

The M1 processor also features the world's fastest CPU core in low-power silicon, the world's best CPU performance per watt and the world's fastest integrated graphics in a personal computer. Clearly designed with notebooks in mind, a great deal of attention has been paid to keeping power consumption low, while ramping up its capabilities. As a result, M1 delivers up to 3.5x faster CPU performance, up to 6x faster GPU performance, and up to 15x faster machine learning, all while enabling battery life up to 2x longer than previous-generation Macs.

M1 is the most powerful chip Apple has ever created.



Inside the M1 processor; it packs in 16 billion transistors.



Unified Memory Architecture (UMA) combines the computer's memory and its processor, meaning all parts of the chip can access the RAM quickly and easily.

But how does it achieve these figures? Each M1 chip has eight cores, which means it can handle eight tasks at once. Four of those cores are optimised for high performance, for when carrying out processor-intensive tasks such as video encoding or image processing. Apple claims the four high-efficiency cores deliver outstanding performance at a tenth of the power. The other four cores are optimised for efficiency, meaning the chip is less draining on the battery when doing regular tasks such as web surfing, word processing and so on.

The M1 also includes an integrated graphics processing unit (GPU). Featuring up to eight powerful cores capable of running nearly 25,000 threads simultaneously, the GPU can handle extremely demanding tasks with ease, from smooth playback of multiple 4K video streams to rendering complex 3D scenes. With 2.6 teraflops of throughput, M1 has the world's fastest integrated graphics in a personal computer.

"The M1 ushers in a whole new era for the Mac," said Johny Srouji, Apple's senior vice president of Hardware Technologies. "When it comes to low-power silicon, M1 has the world's fastest CPU core, the world's fastest integrated graphics in a personal computer and the amazing machine learning performance of the Apple Neural Engine. With its unique combination of remarkable performance, powerful features, and incredible efficiency, M1 is by far the best chip we've ever created."

The New Mac mini

Apple's brand new M1 chip boosts the mighty Mac Mini.

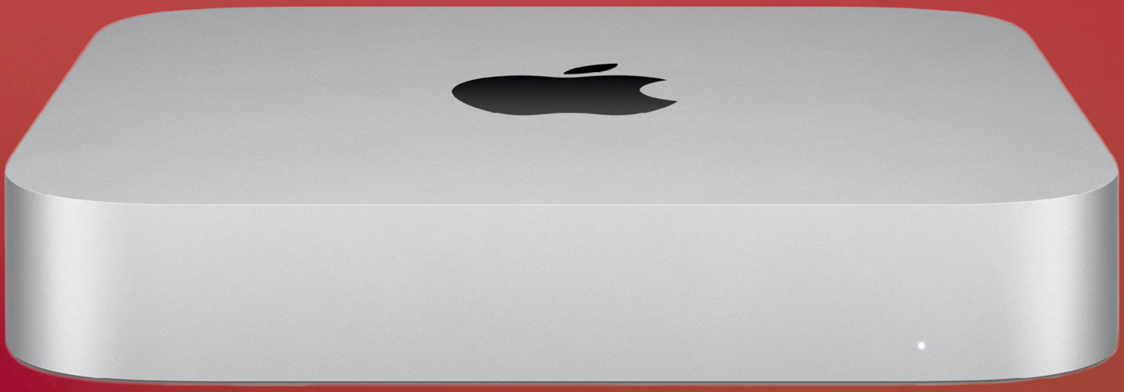
As the Macs given to developers to help them convert their apps to Apple Silicon were based on the Mac mini, it's no surprise Apple's small form factor Mac is the first desktop to benefit from the new M1 chip. However this only benefits the cheaper two Mac minis. The high-end model, with the space grey housing, still uses an 8th-generation Intel Core i5 processor. Perhaps this model has been retained for those who need a lot of onboard memory; it can be customised with up to 64GB of RAM, while all computers that use the M1 chip are limited to 8GB or 16GB.

There's no holding back the new CPU. It delivers up to 3x the performance of the previous generation's quad core chip, and the eight-core graphics processor is up to 6x quicker than before. Just the thing for playing – and even designing – graphics-intensive games.

According to Apple, compared to the top-selling PC desktop in its price range, the mini is one tenth the size but up to five times faster. We understand Apple used 'production Intel Core i5-based PC systems with Intel UHD Graphics 630 and the latest version of Windows 10 available at the time of testing,' but we're not told which systems.

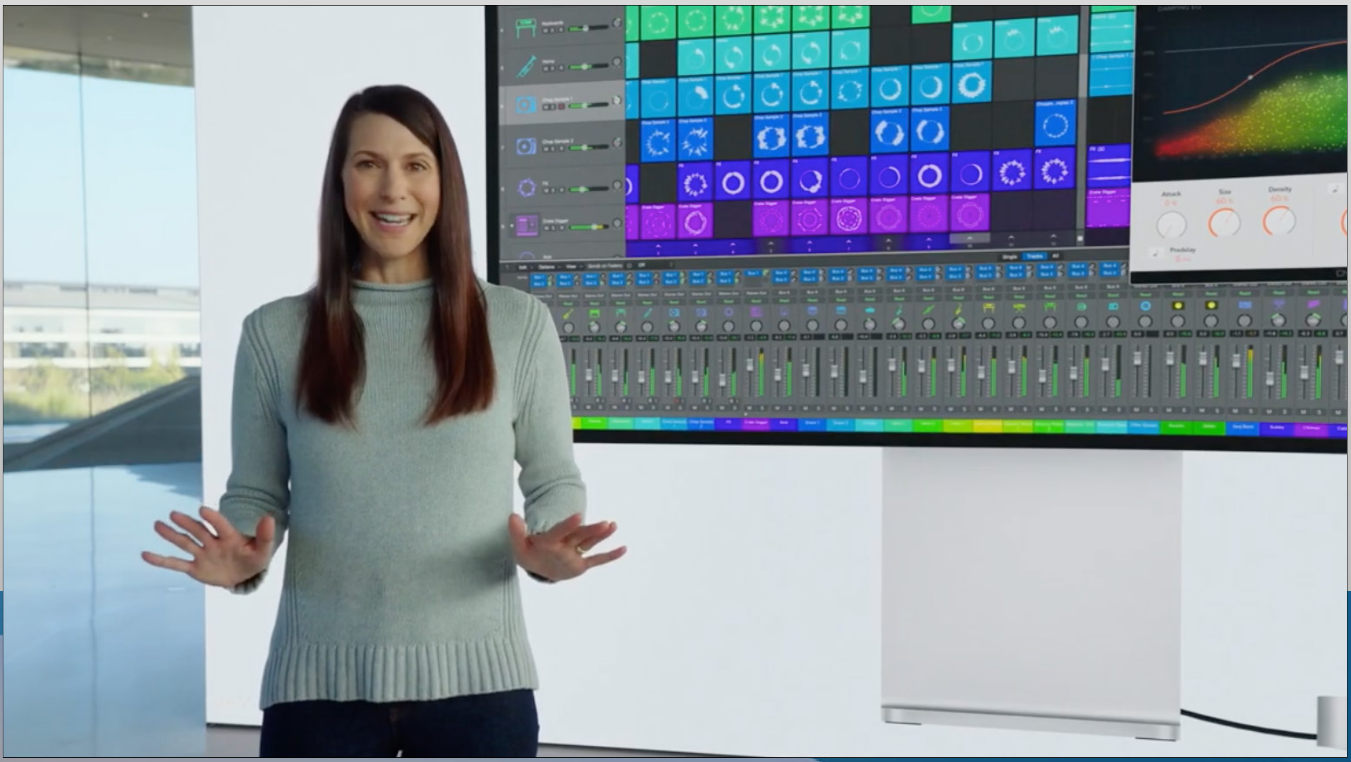
Machine Learning, the feature whereby software applications improve over time by automatically learning as they go, is up to 15x faster than the previous generation of Mac minis, making it great for ML-assisted photo processing and ideal for scientists, developers and engineers.

All this extra power hasn't taken a toll on the price. In fact, the entry-level mini is even cheaper than the previous generation, costing just £699/$699/778,85 €, but remember, it doesn't come with a keyboard, mouse/trackpad or monitor.

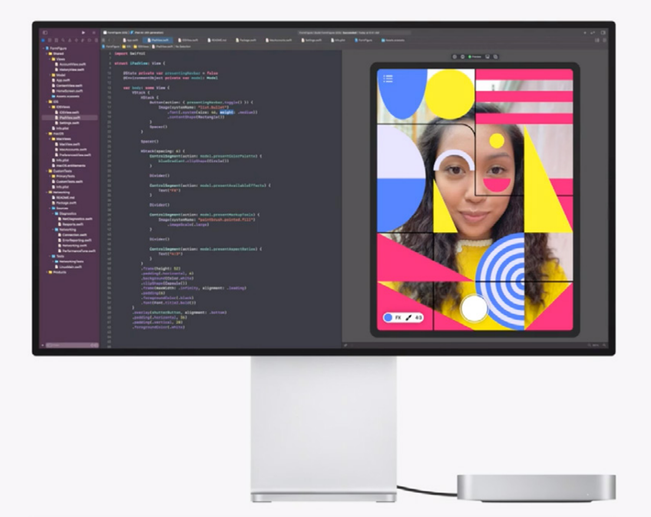


The Apple Silicon M1 chip comes to the Mac mini, but the most expensive model in the range still has an Intel processor.

When paired with a high-quality 4K screen, the new Mac mini is great for computer-aided design.



“If you’re a musician using Logic Pro to take music production to a whole new level, performance never skips a beat.” Julie Broms, Apple’s Senior Manager, Hardware Engineering.



When developing software, compiling code is a processor-intensive task, but the new Mac mini is more than up to the job.

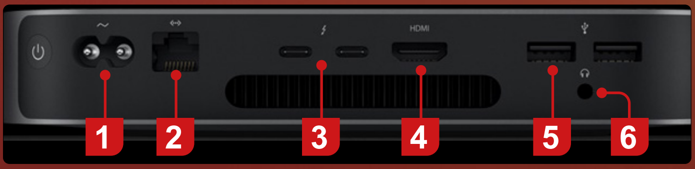
The Mac mini’s advanced thermal design means the M1 chip can sustain its performance while the computer stays cool and quiet.

Suitability.

If you’re keen to see what the new Apple Silicon M1 chip can do, this is for you. If you need to upgrade a Mac mini, there’s no reason not to buy now.

Price.

Most expensive:	**Cheapest model:**
£899, $899, 1.003,05 €	£699, $699, 778,85 €



Ports.

1. Power Socket
2. Ethernet port
3. Two Thunderbolt/USB-4 ports
4. HDMI port
5. Two USB 3 ports
6. 3.5mm headphone port

iMac

Apple's popular desktop Mac goes from strength to strength. It's a computer and a monitor, all in one unit. It's the perfect Mac for the home too.

The iMac is the perfect computer for home and business use. With the computer, hard drive and screen all in one unit, you only have one thing to plug in. Available in 21-inch or 27-inch versions, all but the cheapest iMac have amazing 4K or 5K displays, for incredible clarity. The iMac's only drawback is it's definitely not suitable if you need to transport it from A to B regularly, but apart from that, it's great.

Suitability.

The iMac is ideal for the home and small office user. Unless you need an incredibly powerful computer, there's bound to be an iMac that's ideal for your requirements.

Price.

Most expensive:

£2,299, $2,299, 2.533,45 €

Cheapest model:

£1,099, $1,099, 1.266,25 €

Ports.

1 **Headphone socket**

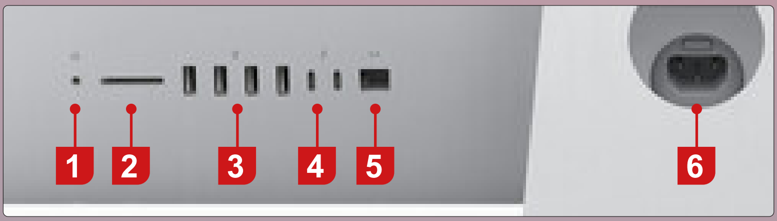
2 **SDXC card reader slot**

3 **Four USB 3 ports**

4 **Two USB C ports**

5 **Ethernet port**

6 **Power socket**

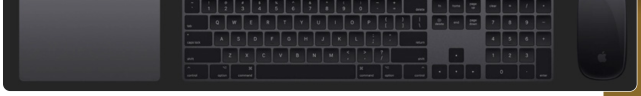


iMac Pro

Apple's pro-level iMac boasts amazing power, but a high price too.

The iMac Pro is the same size and shape as the regular 27-inch iMac but under the hood it's a very different beast. It's powered by Xeon processors with up to 18 cores and also boasts a Radeon Pro Vega graphics processor. It's the most powerful iMac ever built, by some considerable margin. However, all that power does comes at a price. Even the lowest cost iMac Pro is very expensive, so unless you really need a lot of processing power, it's probably not the Mac for you. But if you use your Mac for a lot of heavy processing work, it's ideal. Stylish, powerful and expandable, the iMac Pro is a landmark in computer design, and an excellent – if expensive – addition to the Mac range.

Nature > Vegetation
Diameter
Density



Suitability.

The amazing power offered by the iMac Pro makes it ideal for video editors, 3D artists, graphics renderers and music studios. It's not cheap, but you're getting a lot of Mac for your money.

Price.

Most expensive (custom built):

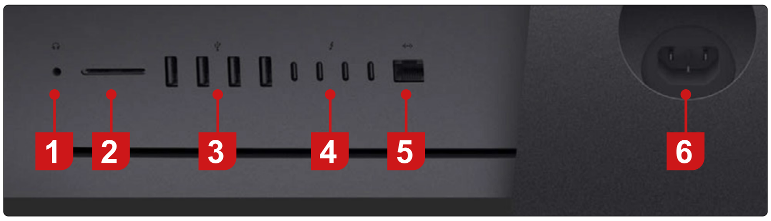
£13,499, $13,499, 14.923,15 €

Cheapest model:

£4,999, $4,999, 5.360,35 €

Ports.

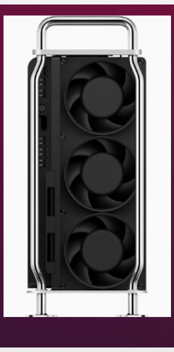
1. Headphone socket
2. SDXC card reader slot
3. Four USB 3 ports
4. Four USB C ports
5. Ethernet port
6. Power socket

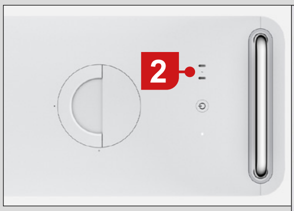


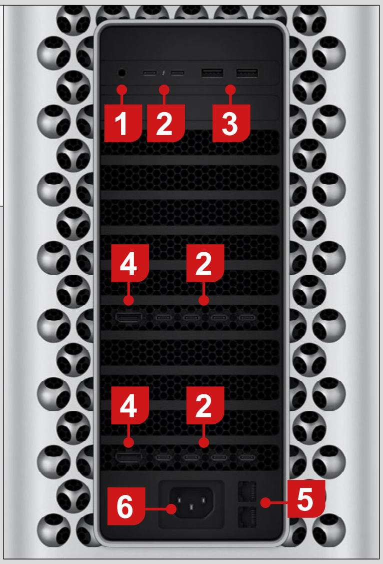
Mac Pro

Apple abandoned the unpopular ‘drum’ design for a new, smaller tower system. It’s the most powerful Mac ever built!

The latest Mac Pro is the most powerful Mac ever built. Based on a tower design but much smaller than the last Mac Pro Tower, this one offers up to 28 cores of processing power, eight PCI Express expansion slots, an option for Radeon Pro Vega II Duo graphics and a huge range of expansion ports. You can configure up to 1.5TB of DDR4 ECC memory in 12 user-accessible DIMM slots, and up to 4TB of SSD storage. Naturally, this isn’t a Mac for beginners, but for high-end Mac users, it’s the last word in amazing computing power. The ultimate Mac!







Ports.

1	**Headphone socket**
2	**Thunderbolt 3 ports**
3	**Two USB 3 ports**
4	**HDMI port**
5	**Two Ethernet ports**
6	**Power socket**

Suitability.

An incredibly powerful computer, but also a very expensive one. The Mac Pro is really only for pro users.

Price.

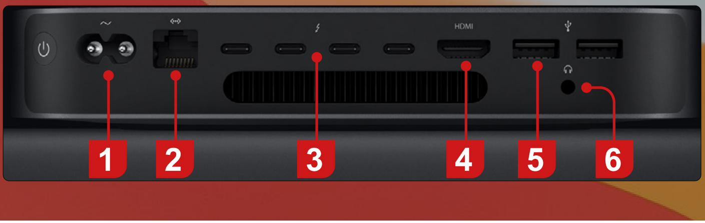
Most expensive:
£53,299, $53,799, 59.957,90 € (custom built)

Cheapest model:
£5,499, $5,999, 6.335,15 €

Intel Mac mini

Even with an update to the M1 Chip for the new mac mini the Intel version still packs a big punch!

Although the Mac mini is the first desktop Mac to adopt the new Apple Silicon processors, the most expensive model in the Mac mini range continues to use Intel chips. We presume this is because the M1 Apple Silicon chip is limited to a maximum of 16GB of memory, while some users require more. This particular Mac mini comes in space grey, has processors with up to six cores and faster graphics, providing a significant performance increase. You can opt for up to 2TB of storage if you buy from the Apple Online Store too. As there's only one off-the-shelf Intel Mac mini, for the most expensive version in the price comparisons, we're using the online store's customisation options to max it out.



Ports.

1 **Power Socket**
2 **Ethernet port**
3 **Four USB-C ports**
4 **HDMI port**
5 **Two USB 3 ports**
6 **3.5mm headphone port**

Suitability.

If you need a new Mac mini, but need more than 16GB of memory, go for this one. If you're happy with 8GB or 16GB, buy a new Apple Silicon Mac mini. Don't forget to factor in a keyboard plus mouse or trackpad.

Price.

Most expensive:

£2,999, $2,999, 3.366,95 €

Cheapest model:

£1,099, $1,099, 1.227,25 €

The New Apple Silicon MacBook Air

The last refresh brought a host of new features to the MacBook Air, without making it any less portable.

The first Apple Silicon-based Mac that Apple unveiled is the latest 13-inch MacBook Air, the ultra-portable laptop that packs a seriously powerful punch into a small and light package.

The M1 CPU makes the new MacBook Air 3.5x faster than the previous generation, with up to 5x faster graphics, the biggest generational leap ever for a MacBook Air. You can play modern, graphically immersive games at significantly higher frame rates; great news for Apple Arcade subscribers.

Video editors will also appreciate the new MacBook Air. Before, Apple's ultra-portable wasn't considered suitable for such a processor-intensive task, but now you can edit multiple streams of full quality 4K video without dropping a frame. Although the higher-end and the cheaper MacBook Airs use the same M1 processor, the cheapest model only has a seven-core GPU, while the more expensive notebook – as well as the rest of the new Apple Silicon Macs – have eight graphical cores.

The new MacBook Air out-performs comparable Windows notebooks by a significant degree too. According to Laura Metz, Apple's Mac Product Line Manager, it's up to three times faster than the best-selling Windows notebook in its class, and is faster than 98% of PC laptops sold in the last year.

The solid state storage used in the new MacBook Airs is up to 2x faster than the previous generation, thanks to the M1 storage controller and advanced flash technology. this makes tasks such as previewing large files or transferring data between external and internal storage are much quicker.

Perhaps the most important advance made by the new MacBook Airs is their battery life. Excellence in this department is nothing new for Apple's thinnest and lightest notebook, but thanks to the M1's efficiency, the new Airs take it to a whole new level. You can wirelessly surf the web for up to 15 hours on a single charge or play back videos for 18 hours, which is six hours longer than before. Video conferencing is a notoriously power-hungry task, but you can go for up to twice as long with the new Air. Video chatters will also appreciate the improved picture quality when streaming from your notebook's camera, and as the new Airs are fanless, even when carrying out processor-intensive tasks it still operates silently.

Other new features worthy of note are Touch ID, which lets you unlock your Mac with your fingerprint, and support for P3 wide colour for an even more vibrant, true-to-life Retina display.

As before, the new MacBook Air is available in three colours; Gold (pictured here), Silver and Space Grey.

MacBook Air

According to Apple's Laura Metz, the MacBook Air's video editing capabilities are 'mind-blowing for such a thin and light notebook.'

On the new MacBook Air, FaceTime and video calls can go up to twice as long.

The new Apple Silicon M1 chip is at the heart of the new 13-inch MacBook Air.

MacBook Air

Suitability.

All-day battery life and lightweight portability. A great choice for those who carry their notebook around a lot.

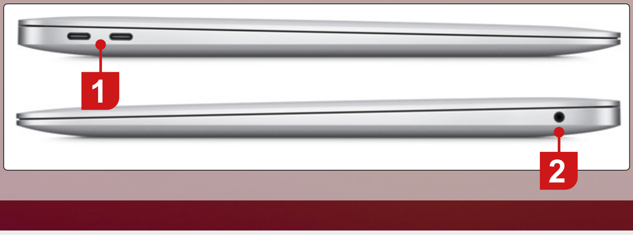
Price.

Most expensive:
£1,249, $1,249, 1.363,70 €

Cheapest model:
£999, $1999, 1.100,50 €

Ports.

1 **Two USB-C ports**
2 **Headphone port**



The New Apple Silicon 13-Inch MacBook Pro

The most-popular MacBook Pro size gets the first injection of Apple Silicon to make this mini-beast.

Apple also unveiled a new M1-powered MacBook Pro, but only the 13-inch version. If you prefer the extra screen size offered by the 16-inch model, you'll have to wait. Also, the two more expensive 13-inch MacBook Pros retain Intel chips, presumably for those who need more than 16GB of RAM. The M1 chip makes its appearance in the two cheaper notebooks, which can be configured with 8GB or 16GB of memory and up to 2TB of storage.

The M1 eight-core CPU, when paired with the MacBook Pro's active cooling system, is up to 2.8x faster than the previous generation, delivering improved performance when compiling code, transcoding video, editing high-resolution photos and more. The eight-core GPU is up to 5x faster, allowing users to enjoy super smooth graphics performance for gaming, video editing and design.

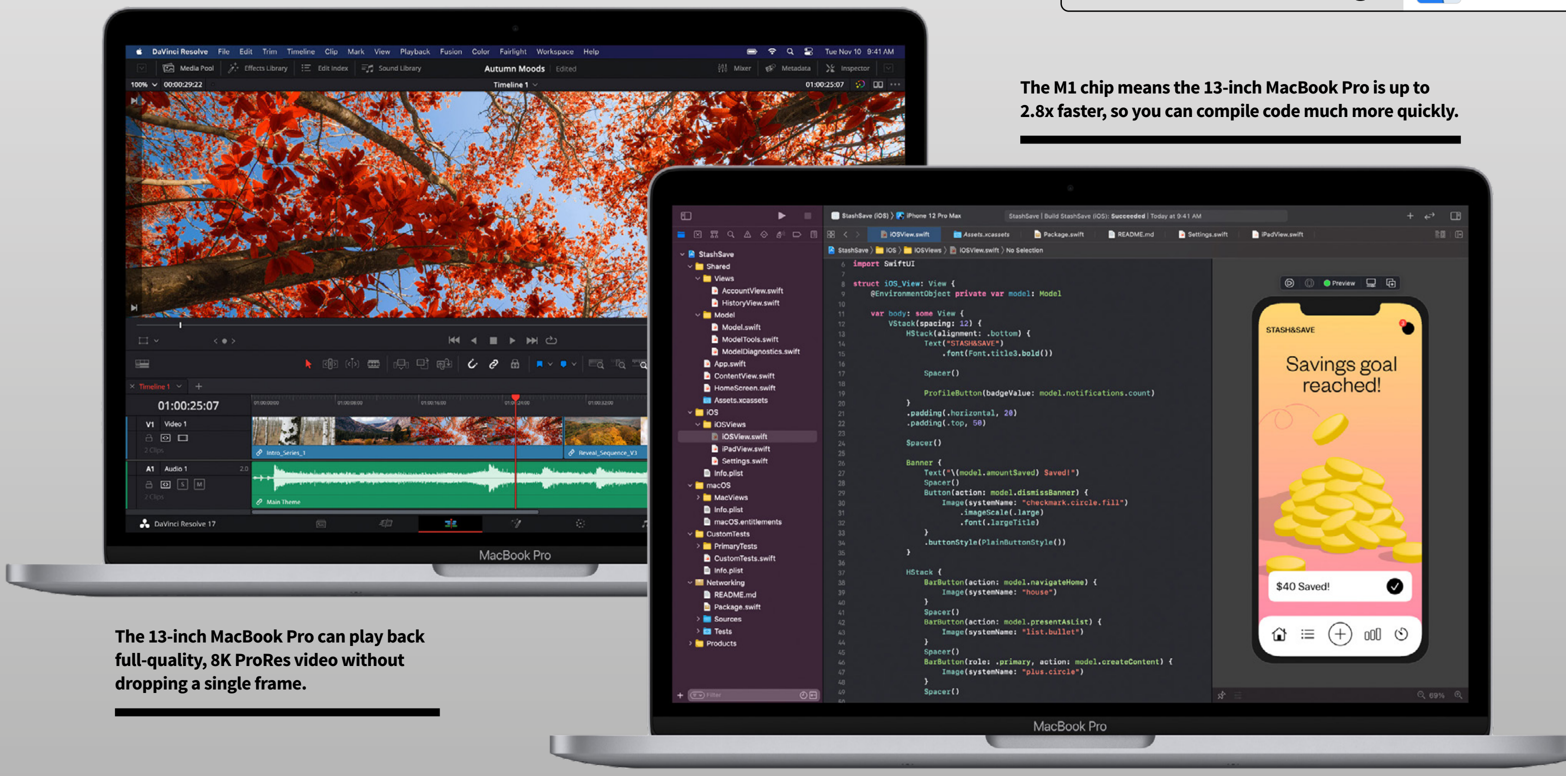
It's a pro-level notebook that offers improved pro-level results. According to Apple, the 13-inch MacBook Pro is up to 3x faster than the best-selling Windows laptop in its class. Machine learning is up to 11x faster, and for on-device ML tasks that use the M1 chip's Neural Engine, the new 13-inch MacBook Pro is now the world's fastest compact pro notebook.

We're told that compared to 'the best selling Windows PC in its class,' the new 13-inch MacBook Pro is 'up to 3x faster.' The small print on Apple's website says these Windows notebooks are 'production Intel Core i7-based PC systems with Intel Iris Plus Graphics and the latest version of Windows 10,' but doesn't identify the make or model.

With up to 17 hours of wireless web browsing and up to a staggering 20 hours of video playback, MacBook Pro delivers up to twice the battery life of the previous generation and the longest battery life ever on a Mac. If you find you often run out of battery between charges, this is an excellent reason to consider an upgrade.

MacBook Pro

With the M1 processor, the MacBook Pro delivers excellent performance and battery life.



The M1 chip means the 13-inch MacBook Pro is up to 2.8x faster, so you can compile code much more quickly.

The 13-inch MacBook Pro can play back full-quality, 8K ProRes video without dropping a single frame.

“With M1, the 13-inch MacBook Pro becomes way more powerful and way more pro.” Schriti Haldea, Mac Product Line Manager

Suitability.

The new Apple Silicon MacBook Pro is a great notebook, but is limited to a 13-inch screen and 16GB of memory. If that’s okay with you, get it.

Price.

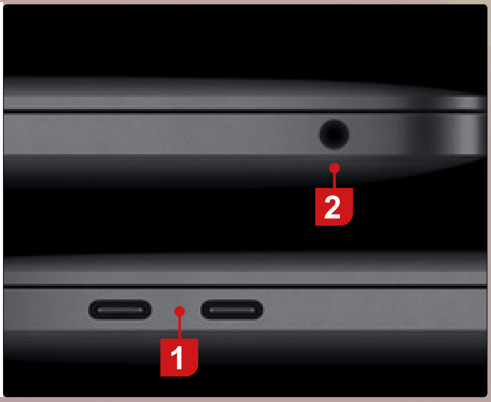
Most expensive:
£1,799, $1,799, 2.075,30 €

Cheapest model:
£1,299, $1,299, 1.412,45 €

Ports.

1 **Two Thunderbolt/USB 4 ports**

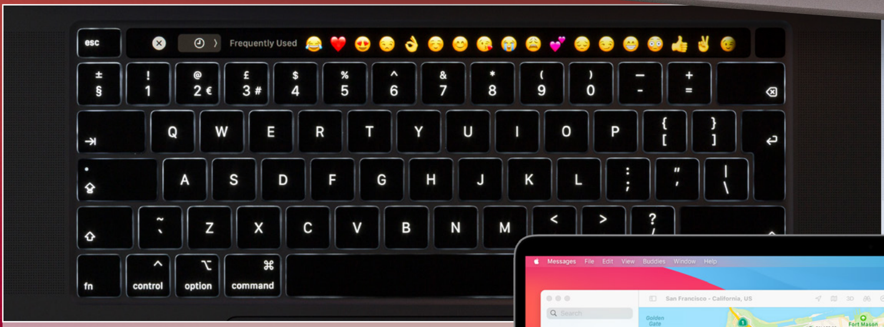
2 **Headphone socket**



Intel 16-inch MacBook Pro

The largest screen Mac in Apple's notebook range.

The new Apple Silicon chips have yet to reach the 16-inch MacBook Pros, but if you need the larger screen or more than 16GB of memory, it's still a great notebook. It has the largest screen in any MacBook, and a new-style keyboard that's a pleasure to use.



Suitability.

If you don't need to upgrade soon, you might want to wait for 16-inch models with Apple Silicon chips, but we doubt this model will disappoint.

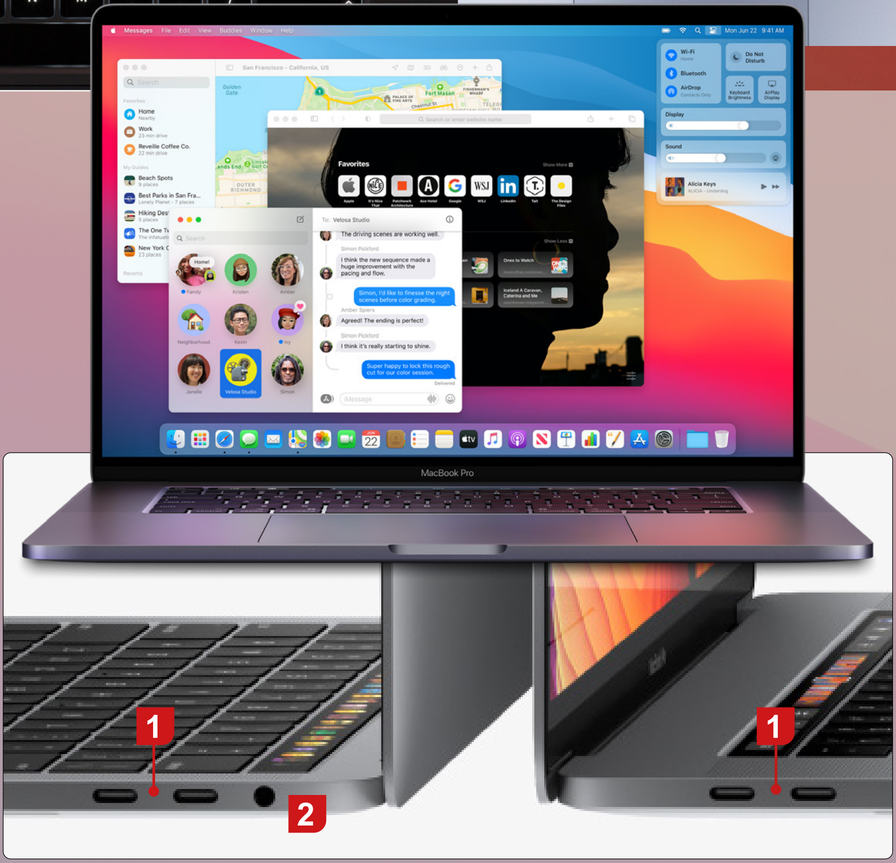
Price.

Most expensive:

£2,799, $2,799, 3.118,35 €

Cheapest model:

£2,399, $2,399, 2.630,95 €



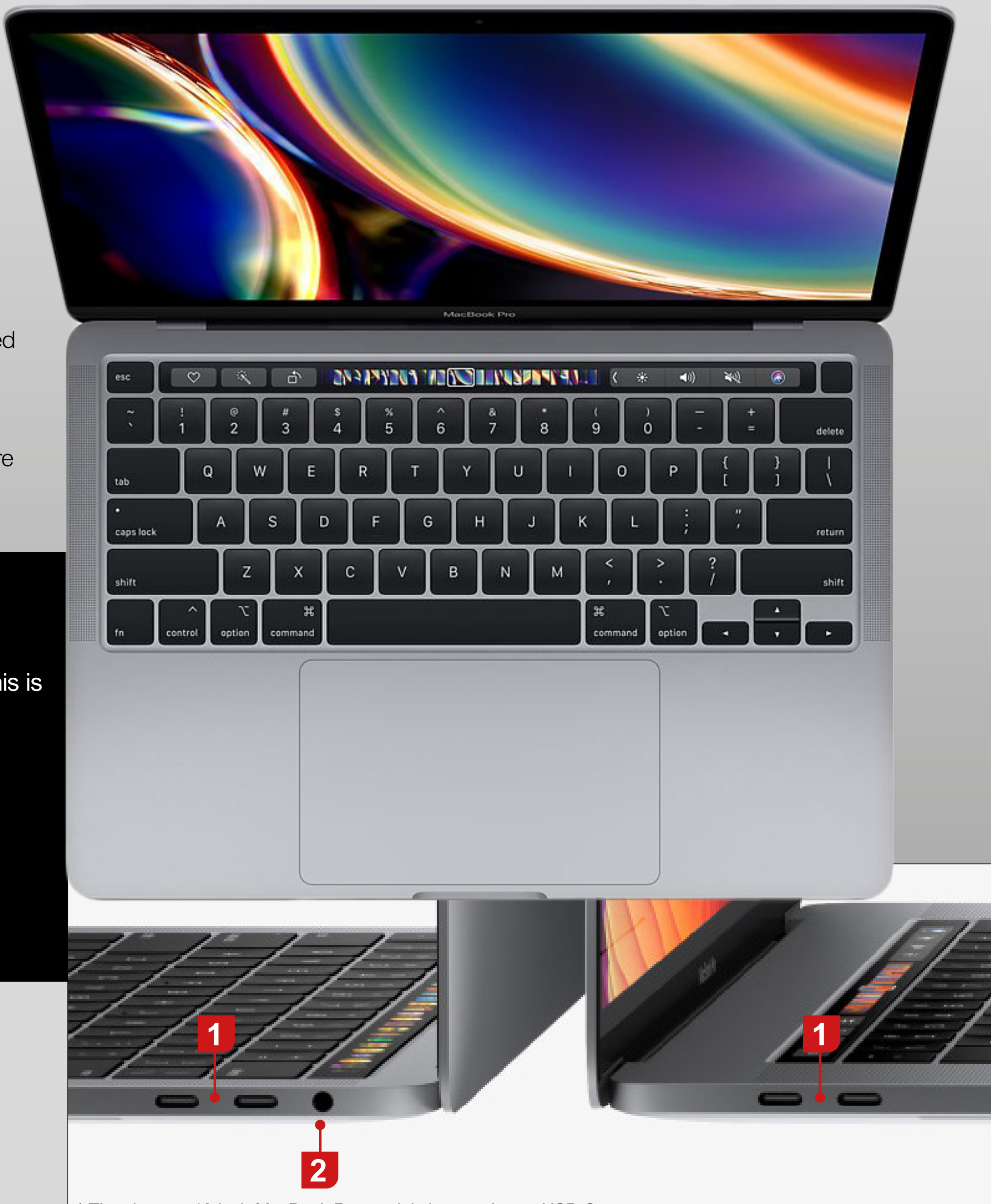
Ports.

1. **Four USB C ports***
2. **Headphone socket**

Intel 13-inch MacBook Pro

Not every 13-inch MacBook Pro moved to the new chips.

So far, only the lower-end Macs have switched to the new Apple Silicon processors. For the 13-inch MacBook Pros, this means the cheaper two models now run on M1 Apple Silicon chips, and the more expensive two are still based on Intel processors.



Suitability.

If you need a new MacBook and are happy with 16GB or less of memory, this is for you. If you can wait, though, Apple Silicon will come to these Macs soon.

Price.

Most expensive:
£1,999, $1,999, 2.075,30 €

Cheapest model:
£1,799, $1,799, 2.299,00 €

Ports.

1. **Two USB C ports***
2. **Headphone socket**

* The cheaper 13-inch MacBook Pro models have only two USB C ports

Your Ports Explained.

*** All Prices correct at the time of print.**

Now you know what the ports on your Mac are called but what do they do? Here's a guide to your computer's various connectivity options.

Audio In: You can use this port to connect an external audio device to your Mac. This might be an external microphone, a CD player, audio mixer or a musical instrument.

Dual Mics: The Mac's internal microphones are great for FaceTime calls, Siri and more. Dual mics help reduce background noise by focussing on your voice alone.

Ethernet Port: All current Macs have built-in Wi-Fi but if you want to use a cabled connection to your router instead, use the Ethernet port and an Ethernet cable.

Headphone Socket: This is a standard 3.5mm socket for connecting headphones to your Mac. Alternatively, connect external speakers that use a 3.5mm jack.

HDMI Port: This port is used to connect your Mac mini, Mac Pro or older notebook Mac to a monitor or TV, using an HDMI cable. This connection carries both the sound and video feeds.

MagSafe: This is your MacBook Air's charging port. Connect your power adapter to charge it. You can also find MagSafe charging ports on older MacBook Pros.

Power Socket: Obviously, desktop Macs have no internal batteries so have to be connected to the mains. The iMac uses a kettle lead, the Mac mini a figure-of-eight cable.

SDXC Card Reader: If your Mac has an SDXC card reader, you can plug an SD card, or a MicroSD card with an adapter, into it directly. It's great for transferring photos to your Mac.

Thunderbolt 2: Thunderbolt 2 is a fast, versatile connectivity port you can use to connect all sorts of peripherals. You can even use it as a video-out port for an external display.

USB 3: USB 3 ports are ideal for devices such as printers and hard drives. They're backwards compatible, so if your device is USB 2, you can still use it in a USB 3 port.

USB-C, Thunderbolt 3: The most recent Mac notebooks use Thunderbolt 3 (compatible with USB-C devices) exclusively, even for charging. If you have older USB peripherals, you need an adapter or dock.

Finder
File
Edit
View
Go
Window
Help
JUN
22
tv

Black Dog Media Ltd

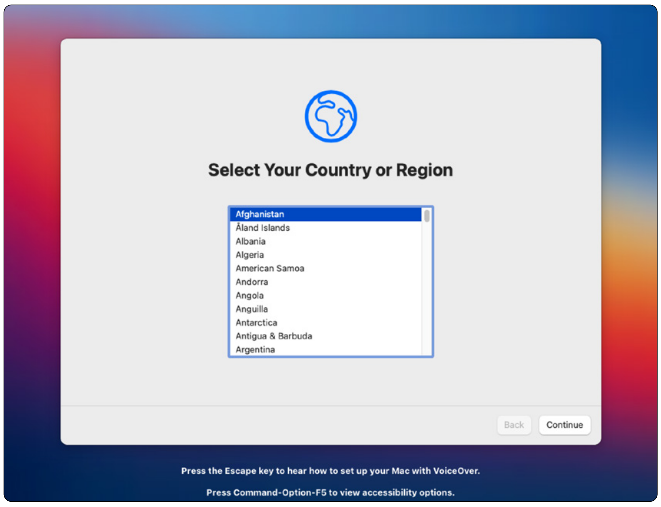
Getting Started with Big Sur

From the initial setup through to using Finder, the Dock, getting online and setting up your email, we take an in-depth look at the key components that will make your Mac yours. Want to know how to install more apps? How about setting up some of the new Widgets? You'll find it all within these coming pages.

Learn more >

Set Up Your Mac For the First Time

If you have a new Mac but have not yet set it up, follow this guide. It's nothing to be afraid of; follow the guide and the on-screen instructions, and step by step, you get to set your Mac's language, take it onto the Internet with your local Wi-Fi network, sign in with your all-important Apple ID and more.



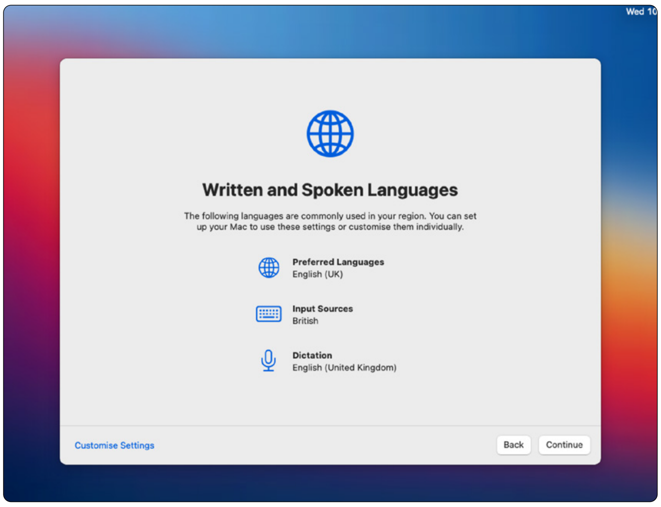
Select Your Country or Region

Afghanistan
Åland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua & Barbuda
Argentina

Press the Escape key to hear how to set up your Mac with VoiceOver.

Press Command-Option-F5 to view accessibility options.

1 Your first step is to choose your territory, that is, where you live and will be using your Mac. You can scroll the list of countries up and down to find your own, or start to type it to get there quicker. Click your country to highlight your choice, then click Continue.



Written and Spoken Languages

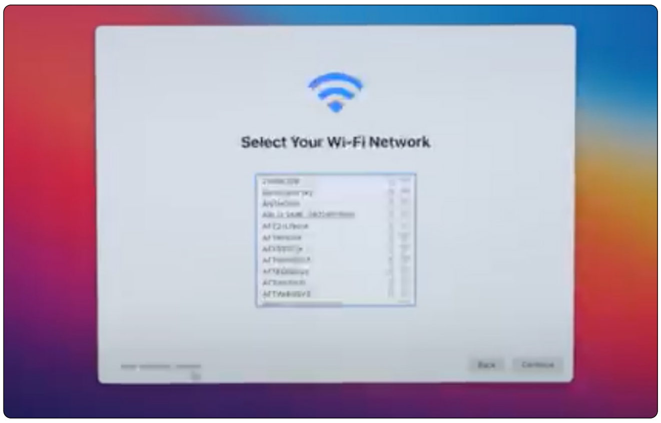
The following languages are commonly used in your region. You can set up your Mac to use these settings or customise them individually.

Preferred Languages
English (UK)

Input Sources
British

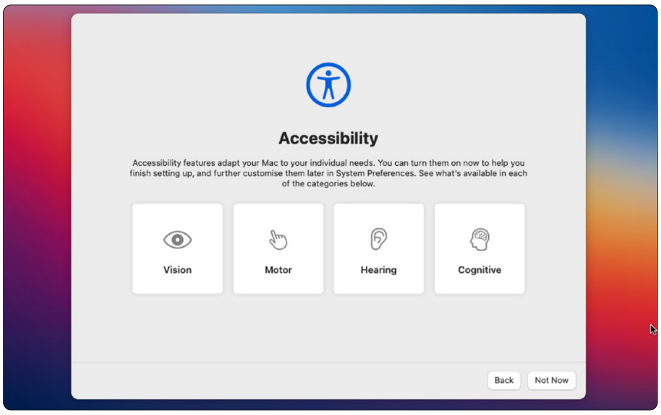
Dictation
English (United Kingdom)

2 Now select your language and input source. The default ones for your chosen territory are offered, but if you want to change them, click Customise Settings and set the language your Mac uses and the keyboard layout to suit your needs.



Select Your Wi-Fi Network

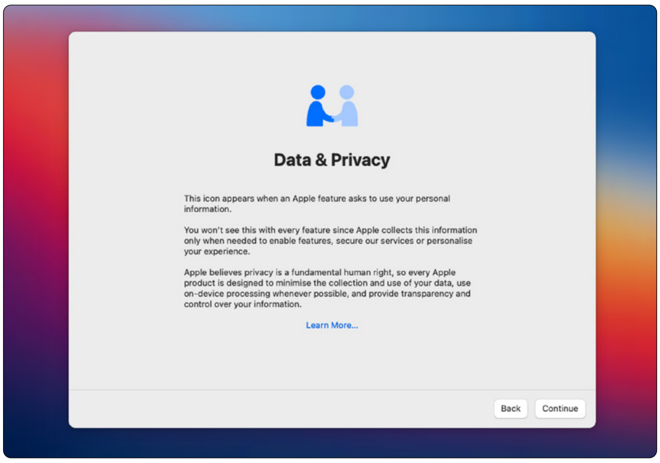
3 Now choose your Wi-Fi network. Scroll up and down the list until you find your router's SSID (service set identifier) and click on it. Enter the password in the field provided and move on. The router's SSID and its password should be supplied with the router.



Accessibility

Accessibility features adapt your Mac to your individual needs. You can turn them on now to help you finish setting up, and further customise them later in System Preferences. See what's available in each of the categories below.

4 If you have a disability that makes it harder to use a computer, the Mac's Accessibility tools could be of interest. If you want to set up your Accessibility settings now, click one of the buttons. If not, click Not Now – you can do it later in Settings.



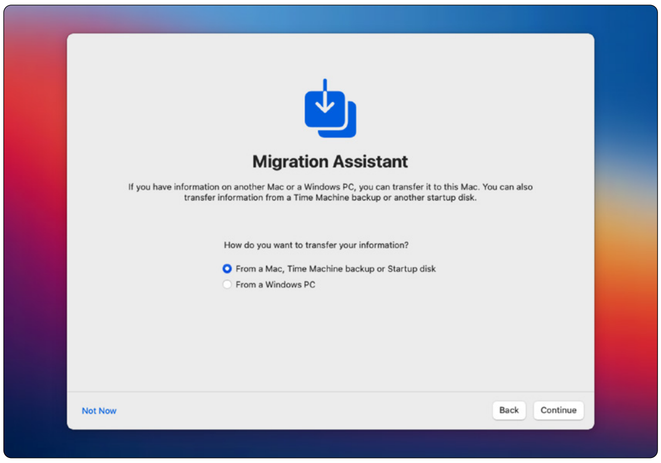
Data & Privacy

This icon appears when an Apple feature asks to use your personal information.

You won't see this with every feature since Apple collects this information only when needed to enable features, secure our services or personalise your experience.

Apple believes privacy is a fundamental human right, so every Apple product is designed to minimise the collection and use of your data, use on-device processing whenever possible, and provide transparency and control over your information.

5 Next comes the Data & Privacy screen. You're shown an icon that appears when an Apple feature collects information, and needs your permission. There's nothing you need to do on this screen, just read it for reference and move on once more.



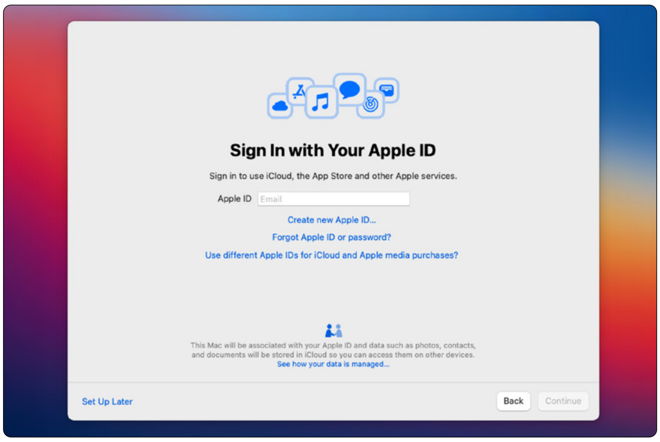
Migration Assistant

If you have information on another Mac or a Windows PC, you can transfer it to this Mac. You can also transfer information from a Time Machine backup or another startup disk.

How do you want to transfer your information?

● From a Mac, Time Machine backup or Startup disk
○ From a Windows PC

6 You're invited to transfer information from a Mac or Time Machine backup, a Windows PC or not at all. To transfer data from your old computer, choose the correct option and follow the on screen instructions. Otherwise, choose the last option to start afresh.



Sign In with Your Apple ID

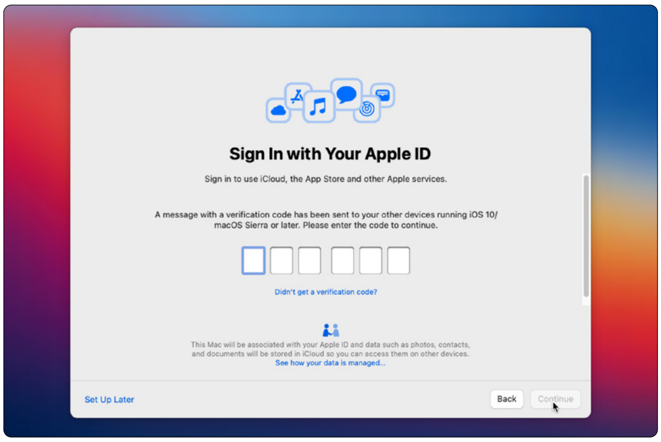
Sign in to use iCloud, the App Store and other Apple services.

Apple ID: Email

This Mac will be associated with your Apple ID and data such as photos, contacts, and documents will be stored in iCloud so you can access them on other devices.

Create new Apple ID...
Forgot Apple ID or password?
Use different Apple IDs for iCloud and Apple media purchases?
See how your data is managed...
Set Up Later
Back
Continue

7 Now it's time to sign in with your Apple ID. If you already have an Apple ID, sign in now with your password. If you don't, click the Create New Apple ID link and follow the on-screen instructions. There's also a link for if you've forgotten your Apple ID.



Sign In with Your Apple ID

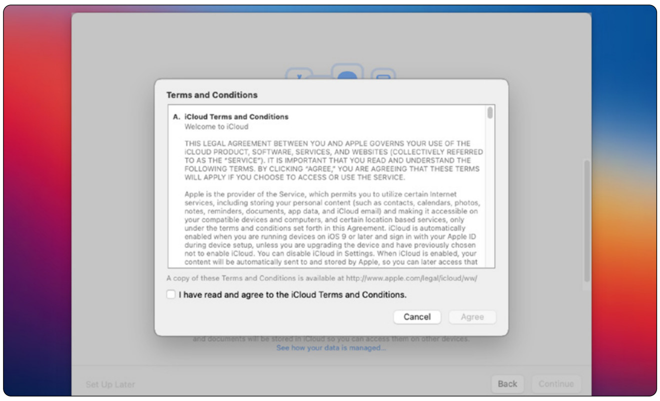
Sign in to use iCloud, the App Store and other Apple services.

A message with a verification code has been sent to your other devices running iOS 10/ macOS Sierra or later. Please enter the code to continue.

This Mac will be associated with your Apple ID and data such as photos, contacts, and documents will be stored in iCloud so you can access them on other devices.

Didn't get a verification code?
See how your data is managed...
Set Up Later
Back
Continue

8 If you already have an Apple device, a pop-up window appears asking you to allow the new log-in. Do so, and a six-figure number is sent, which you must type now. If it doesn't arrive, click the link under the number fields and follow the instructions. Otherwise, type the numbers and proceed.



Terms and Conditions

A. iCloud Terms and Conditions
Welcome to iCloud

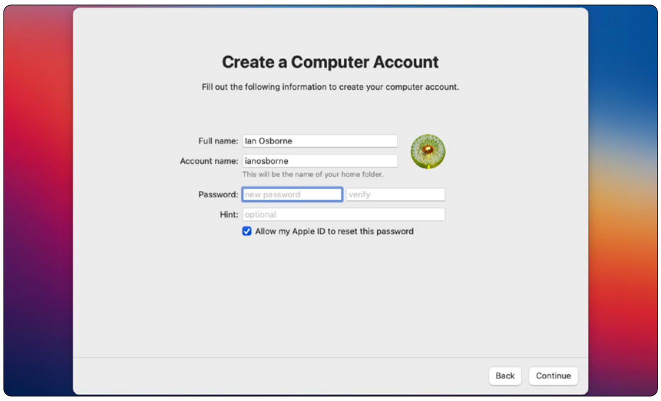
THIS LEGAL AGREEMENT BETWEEN YOU AND APPLE GOVERNS YOUR USE OF THE ICLOUD PRODUCT, SOFTWARE, SERVICES, AND WEBSITES (COLLECTIVELY REFERRED TO AS THE "SERVICE"). IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THE FOLLOWING TERMS. BY CLICKING "AGREE," YOU ARE AGREEING THAT THESE TERMS WILL APPLY IF YOU CHOOSE TO ACCESS OR USE THE SERVICE.

Apple is the provider of the Service, which permits you to utilize certain Internet services, including storing your personal content (such as contacts, calendars, photos, notes, reminders, documents, app data, and iCloud email) and making it accessible on your compatible devices and computers, and certain location based services, only under the terms and conditions set forth in this Agreement. iCloud is automatically enabled when you are running devices on iOS 9 or later and sign in with your Apple ID during device setup, unless you are upgrading the device and have previously chosen not to enable iCloud. You can disable iCloud in Settings. When iCloud is enabled, your content will be automatically sent to and stored by Apple, so you can later access that

A copy of these Terms and Conditions is available at http://www.apple.com/legal/icloud/ww/

☐ I have read and agree to the iCloud Terms and Conditions.

9 You're shown a screen of Terms and Conditions, which you can read by scrolling if you wish. When you're ready, click the checkbox labelled 'I have read and agreed to the iCloud terms and conditions', then click the Agree button in the bottom-right.

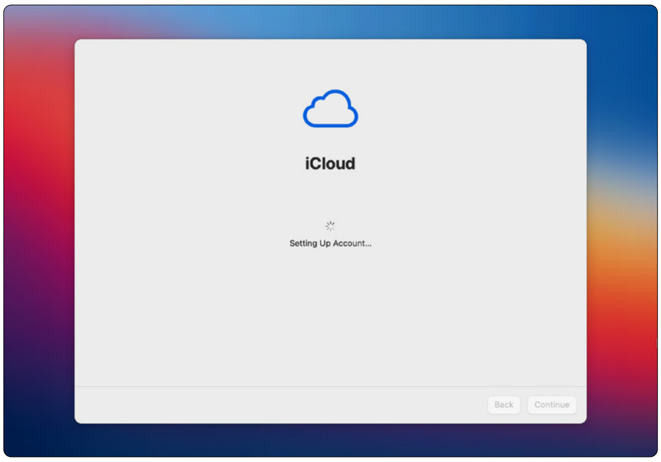


Create a Computer Account

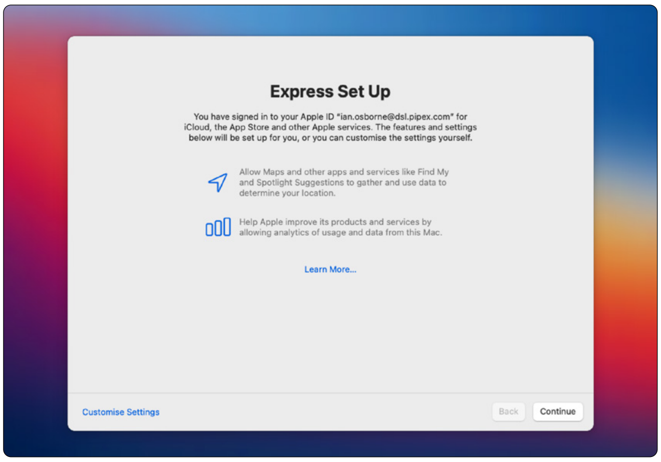
Fill out the following information to create your computer account.

Full name: Ian Osborne
Account name: ianosborne
This will be the name of your home folder.
Password: new password | verify
Hint: optional
☑ Allow my Apple ID to reset this password

10 Your account name is based on your Apple ID name but your password, which unlocks the computer, should be chosen now. Choose something you can remember and enter a hint in case you forget. Click the small picture to choose a different one, or take a photo using the Mac's camera.


iCloud
Setting Up Account...
Back
Continue

11 The Mac now sets up your iCloud account on your computer. This is the screen you see while it's working things out. You don't have to do anything; just sit and wait. It takes a few minutes, so don't assume it's stuck and try to interrupt or restart it.


Express Set Up

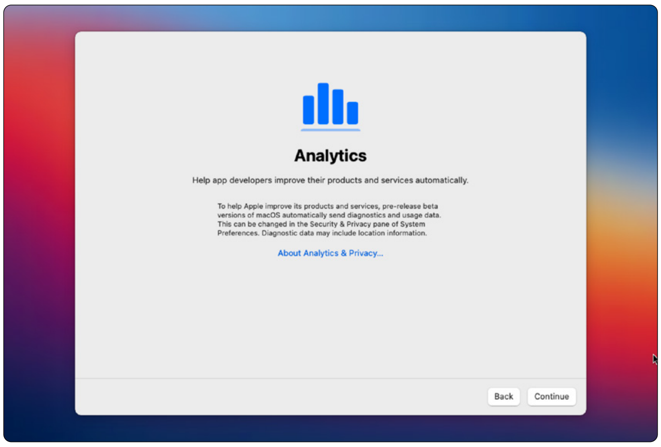
You have signed in to your Apple ID "ian.osborne@dsl.pipex.com" for iCloud, the App Store and other Apple services. The features and settings below will be set up for you, or you can customise the settings yourself.

Allow Maps and other apps and services like Find My and Spotlight Suggestions to gather and use data to determine your location.

Help Apple improve its products and services by allowing analytics of usage and data from this Mac.

Learn More...
Customise Settings
Back
Continue

12 On the Express Setup screen, you can set up your Mac quickly, by allowing predetermined settings to take effect, for things like Siri and Maps. You can customise these settings by clicking the link; we suggest you just click Continue instead.

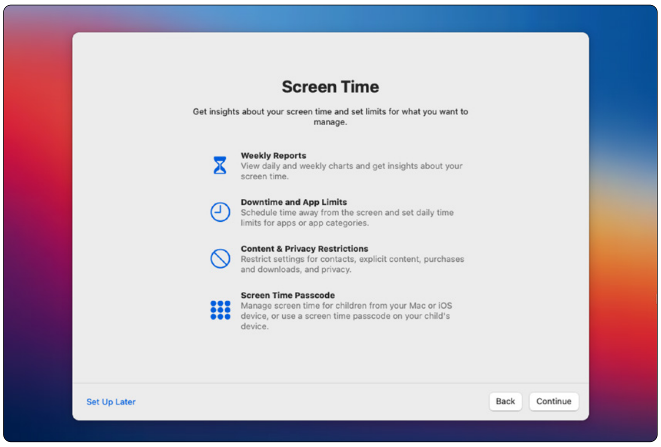

Analytics

Help app developers improve their products and services automatically.

To help Apple improve its products and services, pre-release beta versions of macOS automatically send diagnostics and usage data. This can be changed in the Security & Privacy pane of System Preferences. Diagnostic data may include location information.

About Analytics & Privacy...
Back
Continue

13 You can now choose whether you allow analytic information to be sent to Apple and/or third-party software developers so they can improve their products. If you're concerned about privacy, you can decline, but it's helpful if you agree to share.


Screen Time

Get insights about your screen time and set limits for what you want to manage.

Weekly Reports
View daily and weekly charts and get insights about your screen time.

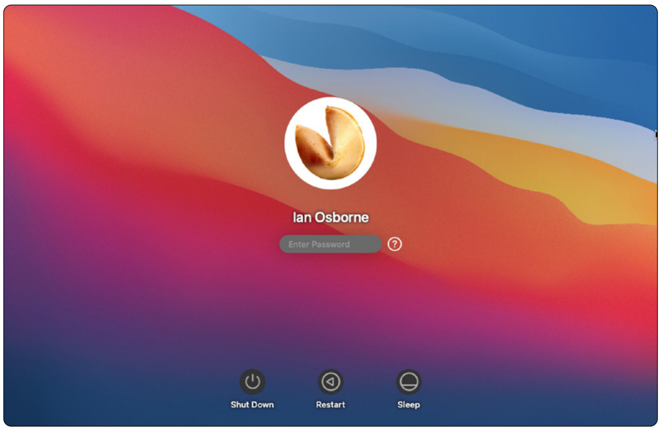
Downtime and App Limits
Schedule time away from the screen and set daily time limits for apps or app categories.

Content & Privacy Restrictions
Restrict settings for contacts, explicit content, purchases and downloads, and privacy.

Screen Time Passcode
Manage screen time for children from your Mac or iOS device, or use a screen time passcode on your child's device.

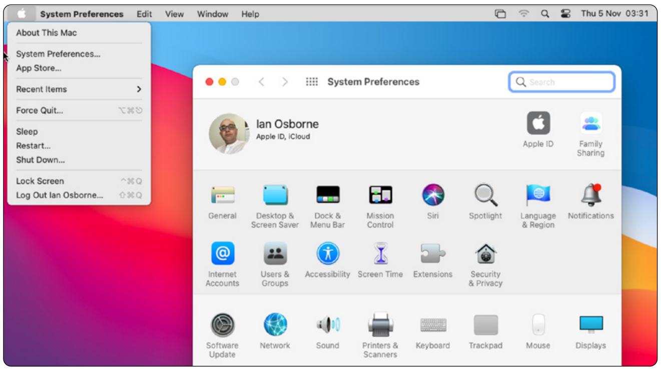
Set Up Later
Back
Continue

14 You now decide whether or not you want to set up Screen Time. Click Continue to have Screen Time give you updates on how you're using your Mac, or the Set Up Later link at the top to leave it be for now. You can activate it later in System Preferences.

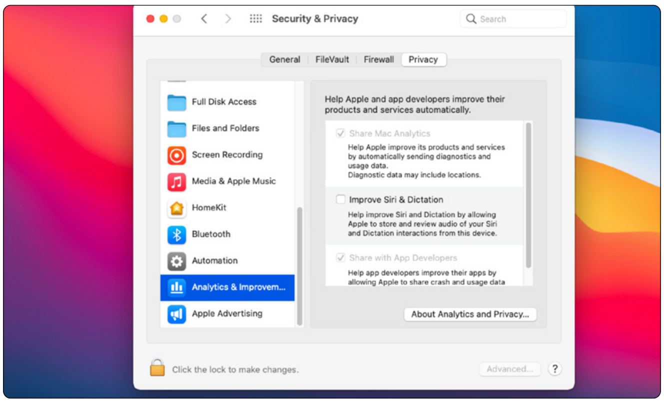

Ian Osborne
Enter Password
Shut Down
Restart
Sleep

15 Your Mac then sets up, and launches into the lock screen. Type the password you set up earlier, and your Mac and Big Sur are ready to use. Congratulations, you've successfully set up your Mac. We hope you enjoy using it.

Changing Options After Setup


System Preferences
Edit
View
Window
Help
Thu 5 Nov 03:31
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit...
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Ian Osborne...
System Preferences
Search
Ian Osborne
Apple ID, iCloud
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays

16 You can change some of the choices you made during setup by going into the System Preferences; you can find it in the Apple menu, in the top-left corner of the screen. There's a number of settings you can change in this way.


Security & Privacy
Search
General
FileVault
Firewall
Privacy
Full Disk Access
Files and Folders
Screen Recording
Media & Apple Music
HomeKit
Bluetooth
Automation
Analytics & Improvem...
Apple Advertising
About Analytics and Privacy...
Advanced...
?

Help Apple and app developers improve their products and services automatically.

☑ Share Mac Analytics

Help Apple improve its products and services by automatically sending diagnostics and usage data.
Diagnostic data may include locations.

☐ Improve Siri & Dictation

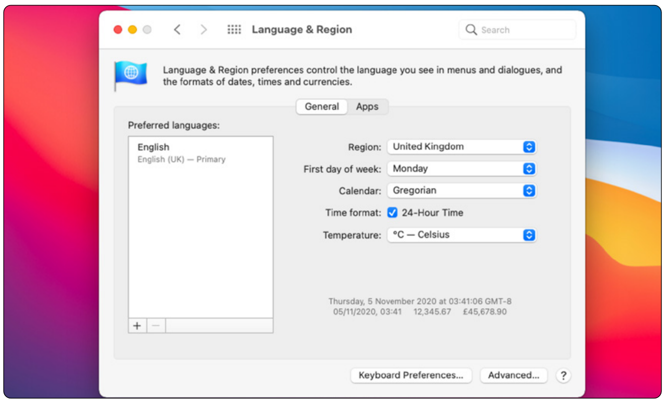
Help improve Siri and Dictation by allowing Apple to store and review audio of your Siri and Dictation interactions from this device.

☑ Share with App Developers

Help app developers improve their apps by allowing Apple to share crash and usage data

Click the lock to make changes.

17 If you want to change your mind about the Analytics option, you can find this in the Security & Privacy pane. Click the Privacy tab and select Analytics & Improvements in the left-hand sidebar to access and if necessary, change your options.


Language & Region
Search
General
Apps
+
—
Keyboard Preferences...
Advanced...
?

Language & Region preferences control the language you see in menus and dialogues, and the formats of dates, times and currencies.

Preferred languages:
English
English (UK) — Primary

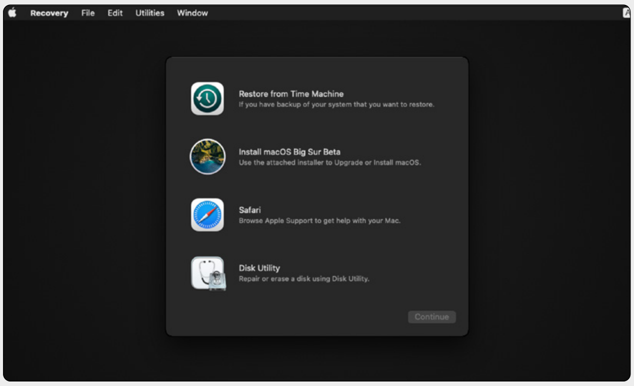
Region: United Kingdom
First day of week: Monday
Calendar: Gregorian
Time format: ☑ 24-Hour Time
Temperature: °C — Celsius

Thursday, 5 November 2020 at 03:41:06 GMT-8
05/11/2020, 03:41 12,345.67 £45,678.90

18 In the Language & Region pane, you can add secondary languages, or even change your primary one. The Accessibility pane is useful for those with a disability, and the General pane lets you change your Mac's appearance and more.

Reset to Factory Conditions.

If you acquired your Mac second hand, you might want to wipe it clean and start again. Just follow this guide.


Recovery
File
Edit
Utilities
Window
Continue

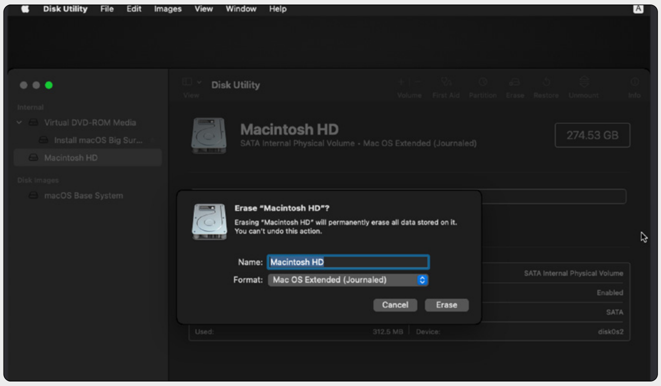
Restore from Time Machine
If you have backup of your system that you want to restore.

Install macOS Big Sur Beta
Use the attached installer to Upgrade or Install macOS.

Safari
Browse Apple Support to get help with your Mac.

Disk Utility
Repair or erase a disk using Disk Utility.

First, restart your Mac whilst holding down CMD and R; keep them held until you see the Apple logo, then let go of the keys. The Mac continues to boot, but instead of the regular desktop, a window appears showing four options as seen here.


Disk Utility
File
Edit
Images
View
Window
Help
Disk Utility
View
Volume
First Aid
Partition
Erase
Restore
Unmount
Info
Internal
Virtual DVD-ROM Media
Install macOS Big Sur...
Macintosh HD
Disk Images
macOS Base System
Cancel
Erase

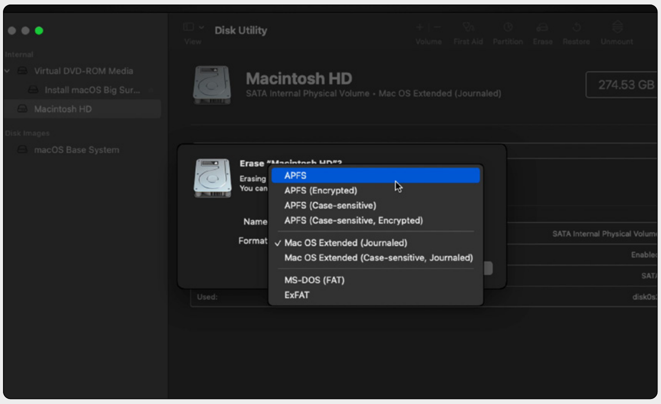
Macintosh HD
SATA Internal Physical Volume • Mac OS Extended (Journaled)
274.53 GB

Erase "Macintosh HD"?
Erasing "Macintosh HD" will permanently erase all data stored on it. You can't undo this action.

Name: Macintosh HD
Format: Mac OS Extended (Journaled)

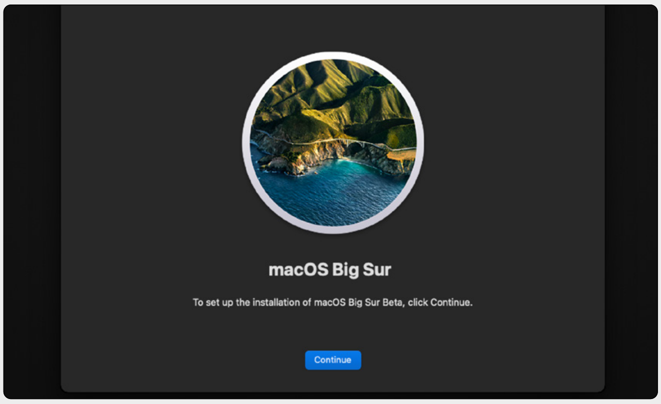
SATA Internal Physical Volume
Enabled
SATA
Used: 312.5 MB
Device: disk0s2

From the window, select Disk Utility (the bottom of the four options) and click Continue. Select your startup disk (called Macintosh HD by default) and in the toolbar at the top of the Disk Utilities window, click the Erase icon to wipe it clean.


Disk Utility
View
Volume
First Aid
Partition
Erase
Restore
Unmount
Internal
Virtual DVD-ROM Media
Install macOS Big Sur...
Macintosh HD
Disk Images
macOS Base System
Name
Format
APFS
APFS (Encrypted)
APFS (Case-sensitive)
APFS (Case-sensitive, Encrypted)
✓ Mac OS Extended (Journaled)
Mac OS Extended (Case-sensitive, Journaled)
MS-DOS (FAT)
ExFAT

Macintosh HD
SATA Internal Physical Volume • Mac OS Extended (Journaled)
274.53 GB

On the next screen, the Format pull-down menu should read APFS if it's available or Mac OS Extended (Journaled) if it isn't. Select the appropriate option and click Erase to wipe your boot drive. When it's finished, click Done, then quit Disk Utility (CMD-Q).


macOS Big Sur
Continue

To set up the installation of macOS Big Sur Beta, click Continue.

Now choose to install macOS and continue. When invited to install the operating system, do so; you might have to click on the Wi-Fi icon in the menu bar and rejoin your wireless network. Agree to T&Cs, select your main drive and click Install to start afresh.

Welcome to the Desktop

The desktop is at the heart of your Mac. Everything you do takes place on the desktop, including opening apps, interacting with files and folders and using the Dock. Here we show you how to use your desktop, app and folder windows, the top bar menu, menulets, Trash and other key desktop features.

1 **Command Centre** – The Command Centre is where you can access Bluetooth, Wi-Fi settings, display brightness, volume, keyboard brightness, Screen Mirroring and much more.

2 **Apple Menu** – From the Apple menu you can log out, shut down, restart or put the computer into sleep mode, get comprehensive information on the computer's hardware and software, access the System and Dock preferences and open items you've recently closed.

3 **Desktop Wallpaper** – Why have a plain background when you can spruce it up with your favourite photo? If you're bored with the same one day after day, set it to change regularly. You can even use your own photos as wallpaper.

4 **Folder Icons** – In macOS, folders work just like their real-world counterparts. You can use them to store files, data and other folders. You can call them anything you like.

5 **Finder Window** – The Finder utility is the central point for navigation and file manipulation. Browse and navigate applications, documents, external drives and even access other computers, as long as they're connected to the same network (cabled or wireless).

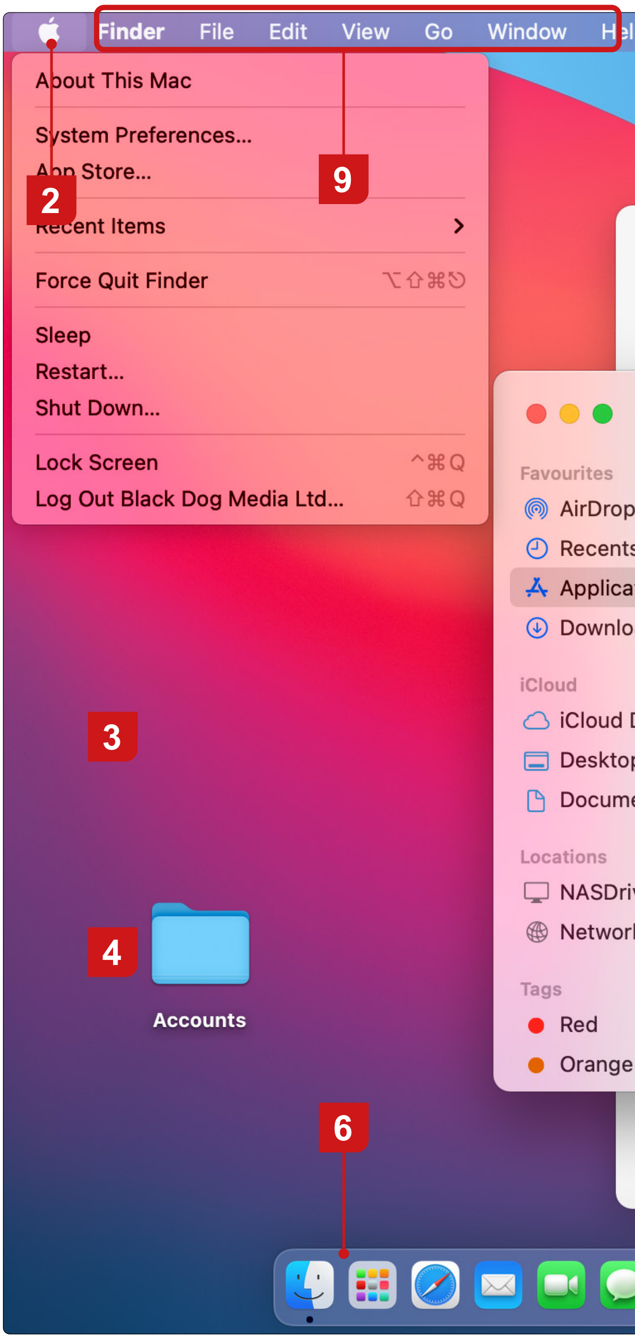
6 **Dock** – The Dock offers quick and easy access to your favourite applications, documents, folders and even the Trash can. It's easily edited and customised to make the most of the way you work. Apps you currently have open are always shown in the Dock.

7 **Dock Folder** – You can also put folders in the Dock, as shown here. The folder can then be accessed like a Dock app.

8 **Open Application Window** – Application windows come in all shapes, sizes and designs. Your Mac's applications can be launched from the Launchpad, the Dock, from Spotlight or using the Finder.

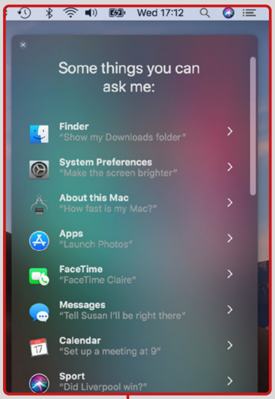
9 **System and Application Menu** – The menu bar running along the top of the desktop is where you'll get important information and access to the system and current application's settings. Open different application windows and the Menu will automatically change to display the app in question.

10 **The Trash** – To delete a file, folder or application, drag it into here, then right-click on it and choose 'Empty Trash' from the menu.


Finder
File
Edit
View
Go
Window
Hel
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit Finder ⌥⇧⌘⎋
Sleep
Restart...
Shut Down...
Lock Screen ^⌘Q
Log Out Black Dog Media Ltd... ⇧⌘Q
Favourites
AirDrop
Recents
Applica
Downlo
iCloud
iCloud D
Desktop
Docume
Locations
NASDriv
Network
Tags
Red
Orange
Accounts
2
9
3
4
6

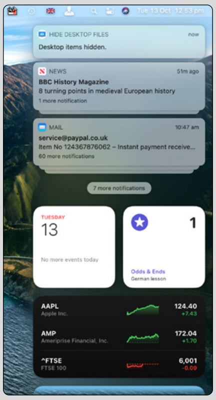
Siri.

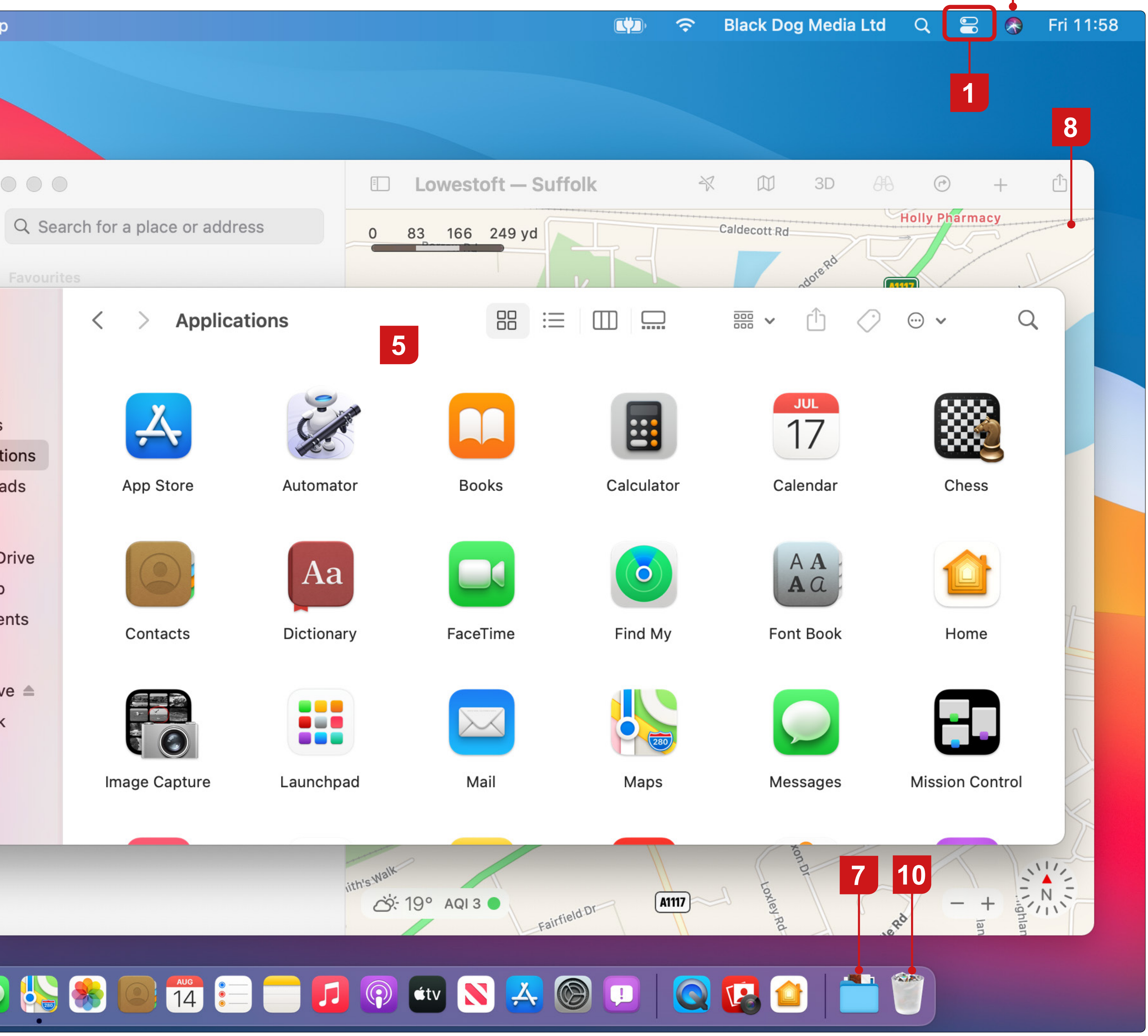
Siri is Apple's personal digital assistant and you can use it on your Mac. Just click on this icon and a Siri window opens. See the Siri tutorial for more information on how to use this feature.


Wed 17:12
Some things you can ask me:
Finder
"Show my Downloads folder"
System Preferences
"Make the screen brighter"
About this Mac
"How fast is my Mac?"
Apps
"Launch Photos"
FaceTime
"FaceTime Claire"
Messages
"Tell Susan I'll be right there"
Calendar
"Set up a meeting at 9"
Sport
"Did Liverpool win?"

Date, Time, Notifications & Widgets.

Click on the time here and to open the Notifications and Widgets sidebar. If you go into System Preferences > Dock & Menu Bar and click the Clock option in the sidebar, you can set how the date and time are displayed here.

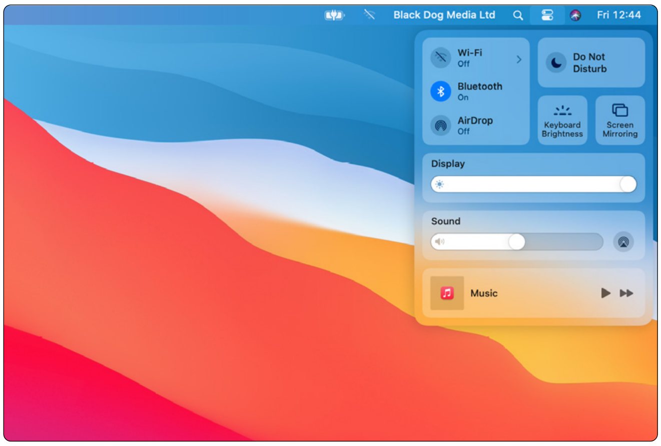

HIDE DESKTOP FILES
Desktop items hidden.
NEWS
BBC History Magazine
8 turning points in medieval European history
MAIL
service@paypal.co.uk
7 more notifications
TUESDAY
13
1
AAPL
124.40
AMP
172.04
^FTSE
6,001


Black Dog Media Ltd
Fri 11:58
1
8
Lowestoft — Suffolk
Search for a place or address
Favourites
3D
0
83
166
249 yd
Caldecott Rd
Holly Pharmacy
Applications
5
App Store
Automator
Books
Calculator
JUL
17
Calendar
Chess
Contacts
Dictionary
FaceTime
Find My
Font Book
Home
Image Capture
Launchpad
Mail
Maps
Messages
Mission Control
19°
AQI 3
A1117
Fairfield Dr
7
10
N

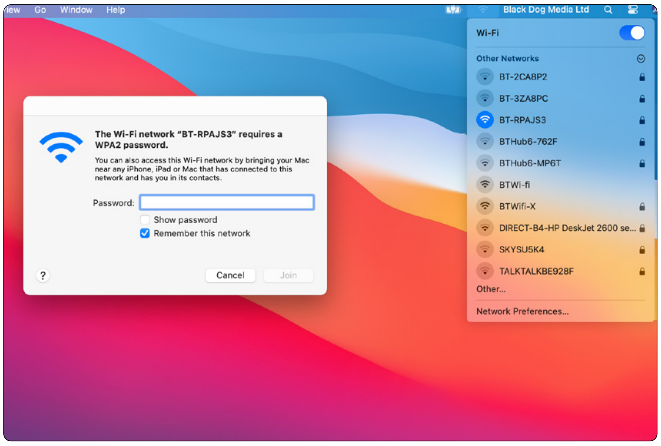
Getting Online With Wi-Fi or Ethernet

As is the case with any modern operating system, access to the Internet is a vital component for upgrading and getting hold of new apps that will help you get the most from your Mac. Getting online in Big Sur is remarkably easy and here's how to do it both wirelessly and with a cabled connection.

Connected Mac


Black Dog Media Ltd
Fri 12:44
Wi-Fi
Off
Do Not Disturb
Bluetooth
On
AirDrop
Off
Keyboard Brightness
Screen Mirroring
Display
Sound
Music

1 Make sure that your Mac is within range of your wireless router's Wi-Fi signal, then click on the Command Centre icon in the upper-right of the desktop (next to Siri). If the Wi-Fi is indicating it's off, click the icon to switch it on.


View
Go
Window
Help
Black Dog Media Ltd
Wi-Fi
Other Networks
BT-2CABP2
BT-3ZA8PC
BT-RPAJS3
BTHub6-762F
BTHub6-MP6T
BTWi-fi
BTWifi-X
DIRECT-B4-HP DeskJet 2600 se...
SKYSU5K4
TALKTALKBE928F
Other...
Network Preferences...
?
Cancel
Join

The Wi-Fi network "BT-RPAJS3" requires a WPA2 password.

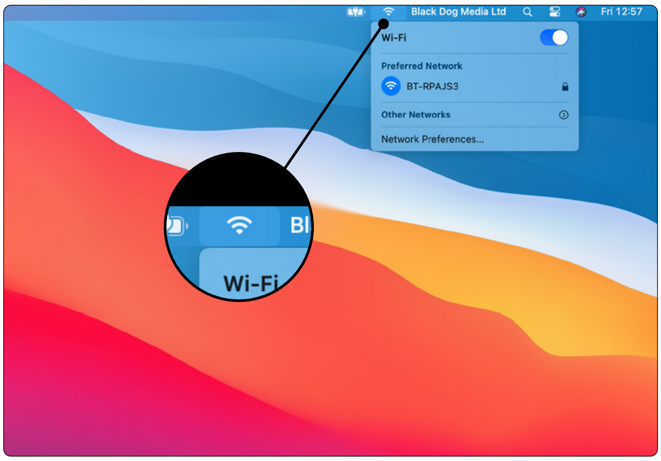
You can also access this Wi-Fi network by bringing your Mac near any iPhone, iPad or Mac that has connected to this network and has you in its contacts.

Password:

☐ Show password

☑ Remember this network

2 Within the Wi-Fi icon you'll see the option for Other Networks, click this to list the currently scanned and available Wi-Fi networks. Click your Wi-Fi network and enter your access password. Consult your router/ISP for the Wi-Fi password.


Black Dog Media Ltd
Fri 12:57
Wi-Fi
Preferred Network
BT-RPAJS3
Other Networks
Network Preferences...
Bl
Wi-Fi

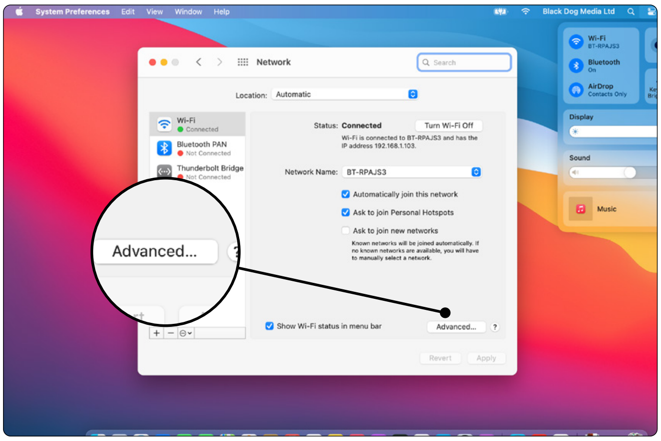
3 Ensure that the Remember this network option is ticked, so you don't have to keep entering the password every time you boot your Mac. When the Wi-Fi is connected, you'll notice the radar-like icon on the menu bar at the top of the desktop; this indicates the strength of the signal.

Using Public Wi-Fi.

WiFi
HOT SPOT

Some high street locations such as libraries, bars and restaurants offer free Wi-Fi to their customers. There are many different ways you can access public Wi-Fi. Some locations may have an unsecured connection, some require you to ask for their Wi-Fi password, and for others you have to register via their pop-up website; just open Safari while in such a Wi-Fi zone and then follow the on-screen instructions that appear when your Mac connects to the network.

Configuring Your Wi-Fi


System Preferences
Edit
View
Window
Help
Black Dog Media Ltd
Network
Search
Wi-Fi
Bluetooth
AirDrop
Display
Sound
Music
Turn Wi-Fi Off
Advanced...
Revert
Apply

Location: Automatic

Wi-Fi — Connected
Bluetooth PAN — Not Connected
Thunderbolt Bridge — Not Connected

Status: **Connected**
Wi-Fi is connected to BT-RPAJS3 and has the IP address 192.168.1.103.

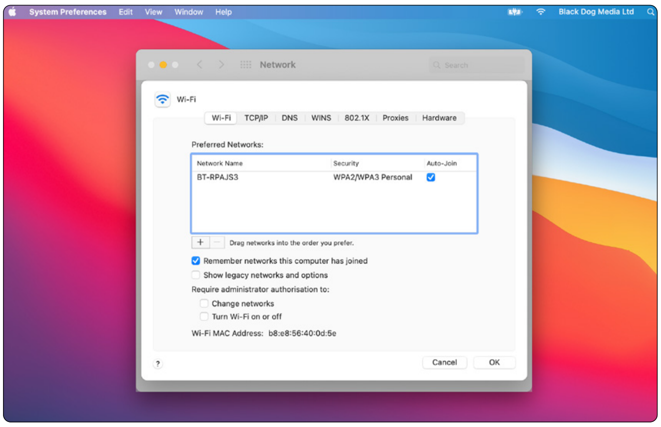
Network Name: BT-RPAJS3

☑ Automatically join this network
☑ Ask to join Personal Hotspots
☐ Ask to join new networks

Known networks will be joined automatically. If no known networks are available, you will have to manually select a network.

☑ Show Wi-Fi status in menu bar

1 Click on the Command Centre, then click the right-facing arrow next to Wi-Fi and the name of your wireless network. From there, click on Network Preferences, then click on the Advanced button at the bottom-right of the Network window. Make sure the Wi-Fi tab icon is selected on the left.


System Preferences
Edit
View
Window
Help
Black Dog Media Ltd
Network
Search
Wi-Fi
Wi-Fi
TCP/IP
DNS
WINS
802.1X
Proxies
Hardware
Cancel
OK

Preferred Networks:

Network Name	Security	Auto-Join
BT-RPAJS3	WPA2/WPA3 Personal	☑

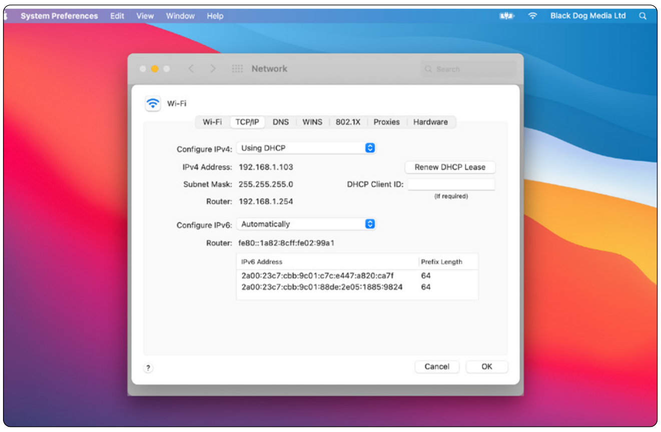
Drag networks into the order you prefer.

☑ Remember networks this computer has joined
☐ Show legacy networks and options

Require administrator authorisation to:
  ☐ Change networks
  ☐ Turn Wi-Fi on or off

Wi-Fi MAC Address: b8:e8:56:40:0d:5e

2 You can see a list of all the Wi-Fi networks your Mac has connected to, in order of preference. Where two networks are available, the higher one is used. If you want to change this order, simply drag and drop them.


System Preferences
Edit
View
Window
Help
Black Dog Media Ltd
Network
Search
Wi-Fi
Wi-Fi
TCP/IP
DNS
WINS
802.1X
Proxies
Hardware
Renew DHCP Lease
Cancel
OK

Configure IPv4: Using DHCP
IPv4 Address: 192.168.1.103
Subnet Mask: 255.255.255.0
Router: 192.168.1.254
DHCP Client ID: (If required)

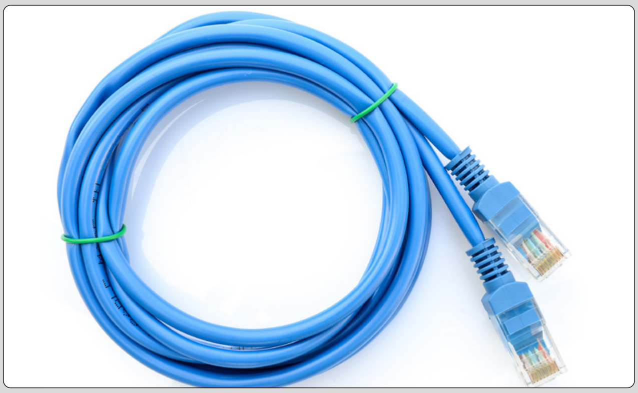
Configure IPv6: Automatically
Router: fe80::1a82:8cff:fe02:99a1

IPv6 Address	Prefix Length
2a00:23c7:cbb:9c01:c7c:e447:a820:ca7f	64
2a00:23c7:cbb:9c01:88de:2e05:1885:9824	64

3 In the TCP/IP tab, you're able to see what IP address your Wi-Fi router has allocated to your Mac; handy if you ever need to connect remotely from another computer. You can also edit these settings and create your own, static IP address.

Going Online with Ethernet.

If you prefer the stability and speed offered by a cabled, Ethernet connection, here's how to set this up.



Once you've set up your router according to the instructions supplied with the device, getting online using Ethernet is relatively easy. First of all, you need a cable that looks like this. There should be at least one supplied with your router.

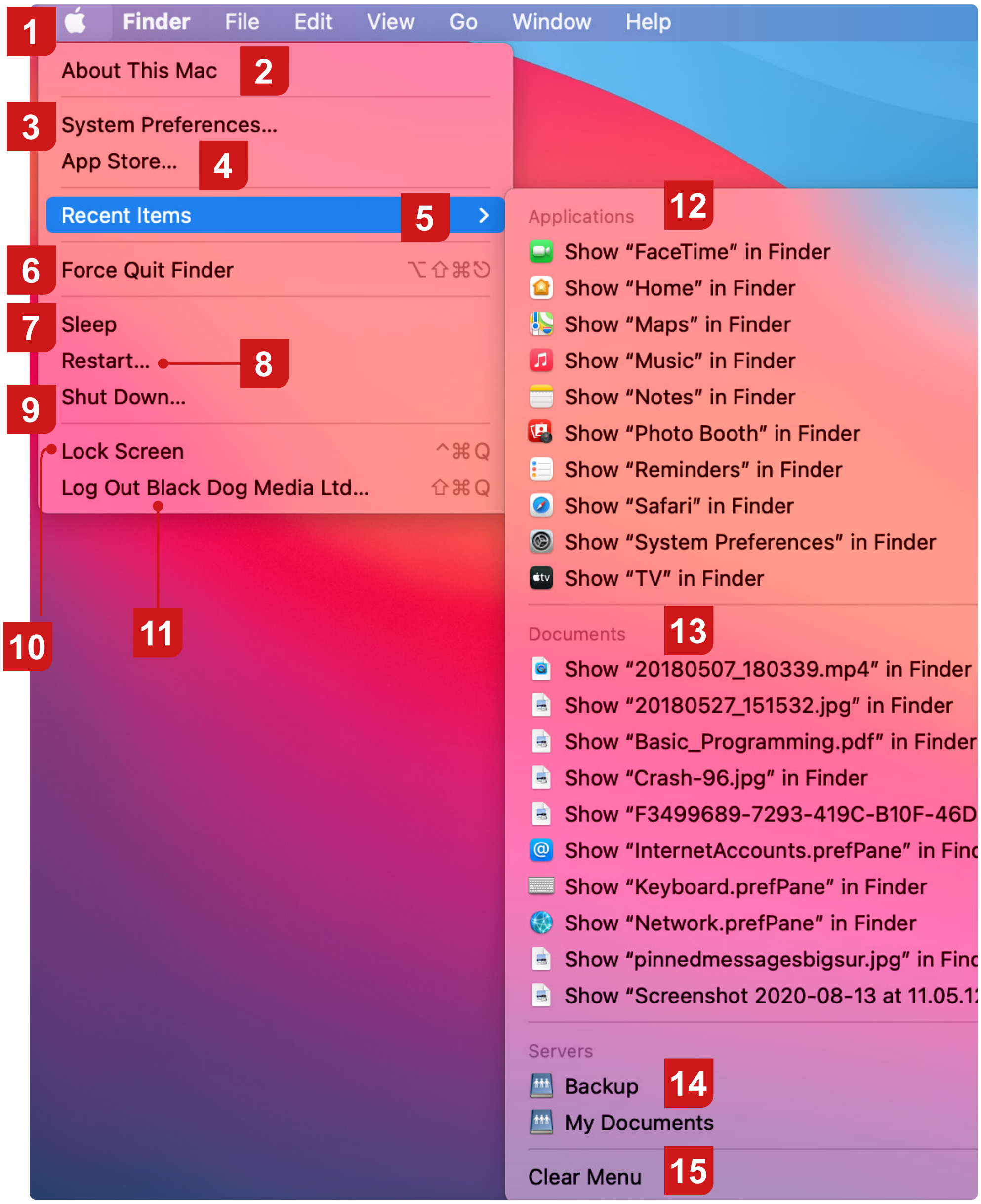
Plug one end of the cable into your Mac and the other end into one of the router's Ethernet ports: it doesn't matter which one. If your Mac doesn't have an Ethernet port, you need an adapter. You can get one online or from an Apple Store.

If your router isn't close enough to your Mac to support a cabled connection, consider using Home Plug AV instead. This uses your household electrical wiring to send data. Ask at your local computer store about a Home Plug AV starter kit. There are many different brands of HomePlug AV devices to choose from, and as HomePlug AV is an industry standard, they're all compatible with each other.

Menus
A Key Mac Feature

Menus are an essential part of interacting with your Mac. Whether it's a pull-down menu accessed by clicking on the top bar of your desktop or a contextual menu found by right-clicking or CTRL-clicking on a file or folder, you need to know how to use your menus if you are to get the most out of your Mac and Big Sur.

The Apple Menu


Finder
File
Edit
View
Go
Window
Help
1
About This Mac
2
3
System Preferences...
App Store...
4
Recent Items
5
6
Force Quit Finder ⌥⇧⌘⎋
7
Sleep
Restart...
8
9
Shut Down...
Lock Screen ^⌘Q
Log Out Black Dog Media Ltd... ⇧⌘Q
10
11
Applications
12
Show "FaceTime" in Finder
Show "Home" in Finder
Show "Maps" in Finder
Show "Music" in Finder
Show "Notes" in Finder
Show "Photo Booth" in Finder
Show "Reminders" in Finder
Show "Safari" in Finder
Show "System Preferences" in Finder
Show "TV" in Finder
Documents
13
Show "20180507_180339.mp4" in Finder
Show "20180527_151532.jpg" in Finder
Show "Basic_Programming.pdf" in Finder
Show "Crash-96.jpg" in Finder
Show "F3499689-7293-419C-B10F-46D
Show "InternetAccounts.prefPane" in Finc
Show "Keyboard.prefPane" in Finder
Show "Network.prefPane" in Finder
Show "pinnedmessagesbigsur.jpg" in Finc
Show "Screenshot 2020-08-13 at 11.05.1
Servers
Backup
14
My Documents
Clear Menu
15

1 The Apple menu is found in the top left corner of the desktop. To open it, click on the Apple icon once, then choose an option. It's always there, whatever you're doing on your Mac.

2 Choose About This Mac for a window showing you technical information about your computer. Tabs at the top of this window let you delve further, looking at its Display, Storage and more; and you can get a full System Report by clicking a button too.

3 The System Preferences option opens the Mac's System Preferences, which we discuss later in this book.

4 This option opens the App Store. If updates are available for your Mac or any of its apps, this is noted here too.

5 Hover your pointer over the Recent Items option to see the sub-menu showing apps, documents and servers you've recently used.

6 Click here for the Force Quit window. This window lists all currently open applications and notes if any of them are unresponsive, that is, they've crashed. You can force a crashed app to quit from here.

7 Click here to put your Mac into Sleep Mode. This saves energy and password-protects your Mac while you're away from your keyboard.

8 Click here to restart your Mac. This is useful if you've installed new software or your Mac isn't behaving as it should.

9 Click to shut down your Mac, that is, switch it off.

10 Lock screen brings up your password screen. You have to enter your password to continue to use your Mac. It's useful if you're leaving your Mac for a while and don't want anyone snooping on it.

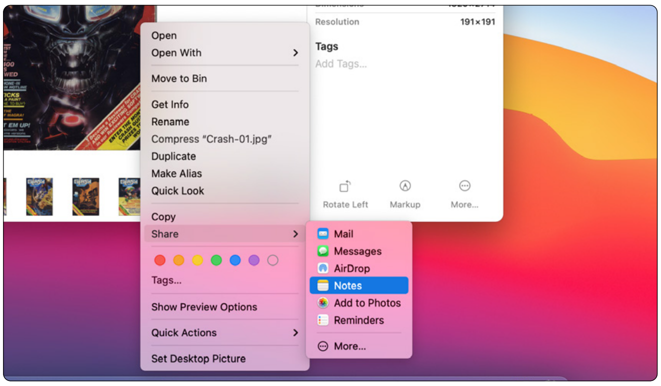
11 Click here to log yourself out but not shut down your Mac. This is only really useful if you have more than one user account on your Mac. You can then log out so another user can log in.

12 By hovering over the Recent Items option, you get this sub-menu. This is a list of the applications you've recently used. Click on one of them to open it. It's a great way of going back to a recently used application.

13 These are the documents you've recently used. If you need to open one again, this menu is a quick and easy way to do so without having to go through Finder.

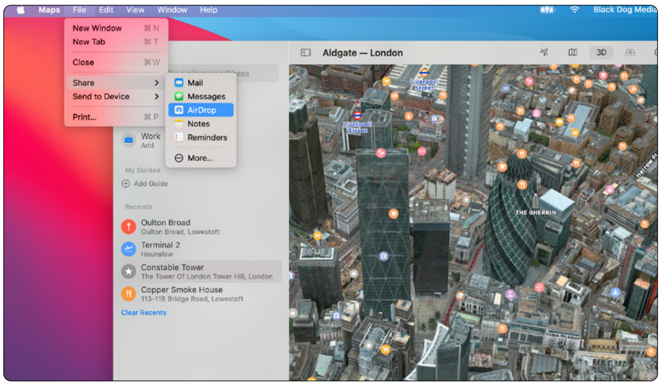
14 Servers you've recently accessed on your wireless or Ethernet network appear here. We've accessed quite a few servers here. To open one again, simply click on it in the menu. If you never use external servers, you can ignore this menu item.

15 Click here to completely clear the entire Recent Items sub-menu and start afresh with a clean slate.


Open
Open With
Move to Bin
Get Info
Rename
Compress "Crash-01.jpg"
Duplicate
Make Alias
Quick Look
Copy
Share
Tags...
Show Preview Options
Quick Actions
Set Desktop Picture
Resolution
191×191
Tags
Add Tags...
Rotate Left
Markup
More...
Mail
Messages
AirDrop
Notes
Add to Photos
Reminders
More...

Contextual Menu

Files and folders have a Contextual Menu that you can access by right-clicking or CTRL-clicking on the item. This menu gives you a range of options, including renaming the file, move it to trash, duplicate or copy it, share it using the macOS Share options discussed later in the book and more. The Get Info option brings up a useful information window.

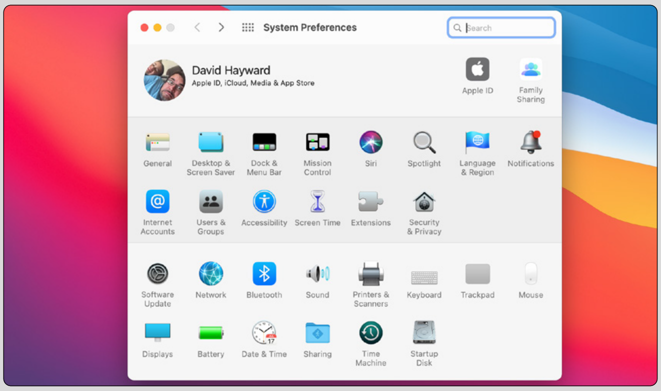

Maps
File
Edit
View
Window
Help
New Window
New Tab
Close
Share
Send to Device
Print...
Mail
Messages
AirDrop
Notes
Reminders
More...
Aldgate — London
3D
My Guides
Add Guide
Recents
Oulton Broad
Terminal 2
Constable Tower
Copper Smoke House
Clear Recents
THE GHERKIN

Application Menus

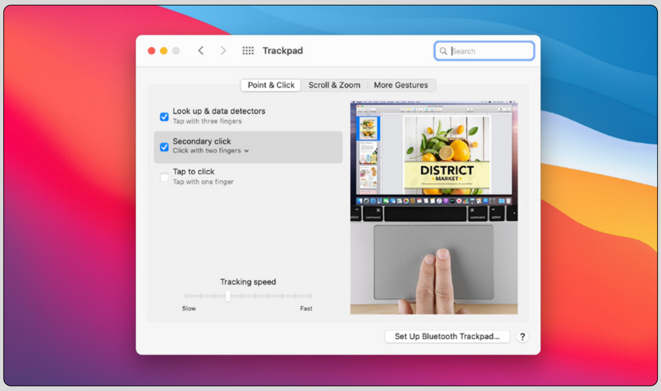
Each application has its own unique set of menus located next to the Apple menu. They will change when an application is active and will revert back to the Finder menu when no apps are active. Each is clearly labelled to make it easier. We'll add specific details for application menus when we look into the applications themselves later.

Right-clicking and CTRL-clicking.

Mac mice and trackpads only have one button, so how do you make a right-click? It's actually easier than you think.


System Preferences
Search
David Hayward
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays
Battery
Date & Time
Sharing
Time Machine
Startup Disk

1 Your Magic Mouse or Trackpad doesn't have two buttons, but you can still secondary-click by holding the Control (CTRL) key and clicking your mouse or trackpad. Alternatively, enable right-clicking. Go to Apple menu > System Preferences > Mouse/Trackpad, depending on which you're using.


Trackpad
Search
Point & Click
Scroll & Zoom
More Gestures
Tracking speed
Slow
Fast
Set Up Bluetooth Trackpad...
?

☑ Look up & data detectors
Tap with three fingers

☑ Secondary click
Click with two fingers

☐ Tap to click
Tap with one finger

2 Click the checkbox for Secondary Click. There are also a few other options here such as click weighting. With Secondary Click activated, clicking on the right side of a Magic Mouse or with two fingers on a Magic Trackpad is the equivalent of right-clicking on a two button mouse.

Using Finder
Files, Folders & Apps

Finder is the main app that underpins everything you do in macOS, so it's worth taking the time to discover its features and functions. On these pages you'll see how Finder works and how you can use the Finder window; including its navigation controls, viewing tabs and more, to get the most from it.

1 **Window Control Options:** Use the gumdrops to close or minimise the window or open it in full-screen mode. We'll cover this on the next page.

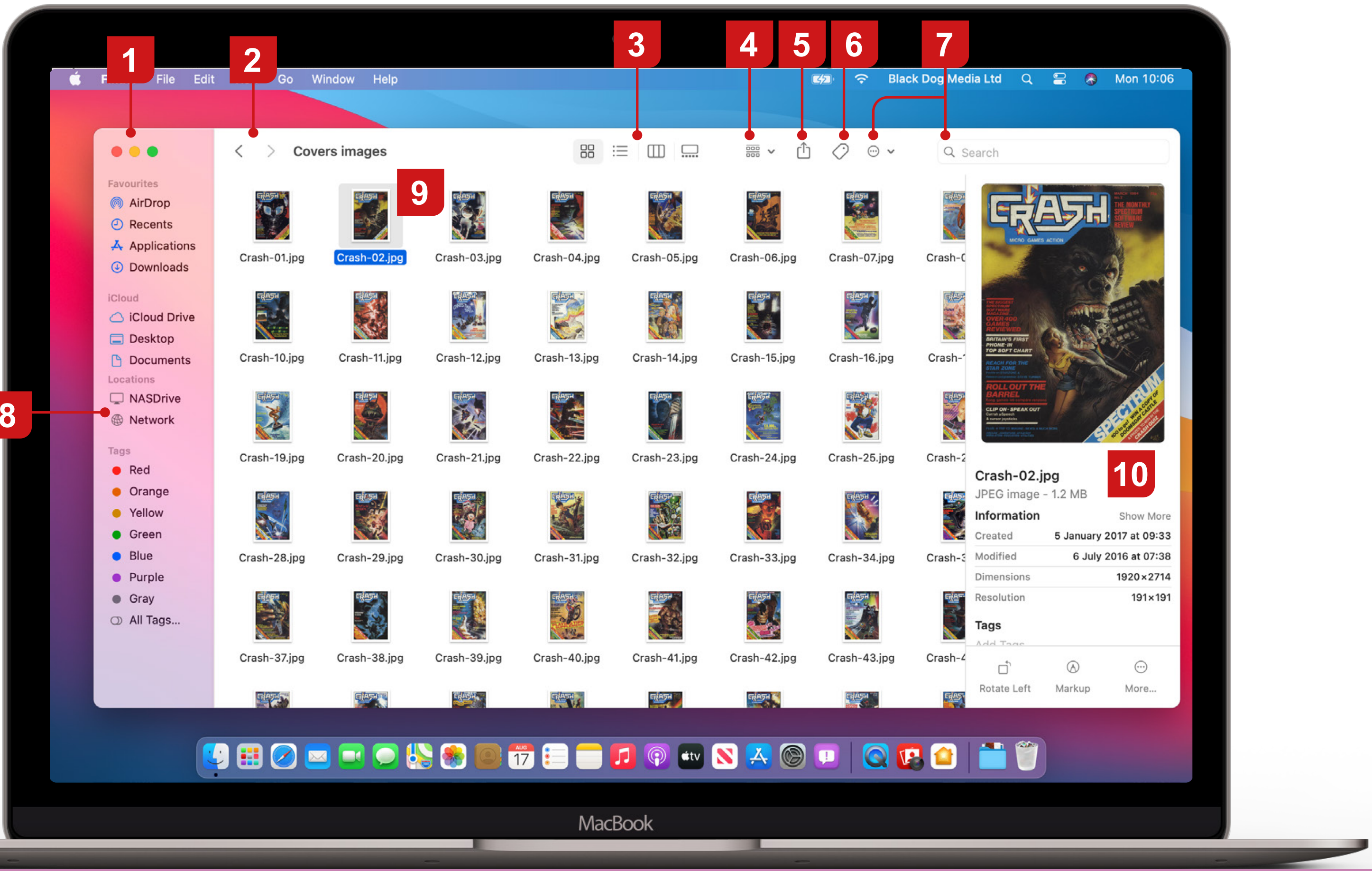
2 **Navigation Controls:** The chevron buttons found under the gumdrops in the top left corner of the window take you forwards or back through your navigation history.

3 **View Options:** These four buttons let you set-up how you view the files and folders in the Finder window; whether as icons, a list, in columns or as a cover flow which gives you a much larger visual preview.

4 **Item Arrangement List:** Click on the button shown here to order the contents of the window; according to date, alphabetically and more.

5 **Share Button:** The Share button is found in many places throughout macOS. Here you can highlight a file or folder and click the button to send it by email, AirDrop etc.

6 **Tags Button:** You can tag a file or folder to make it easier to spot or group it with other documents and folders. An item can have more than one tag. Click on a tag in the sidebar to show items labelled with that particular tag.


1
2
3
4
5
6
7
8
9
10
File
Edit
Go
Window
Help
Black Dog Media Ltd
Mon 10:06
Covers images
Search
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
Crash-01.jpg
Crash-02.jpg
Crash-03.jpg
Crash-04.jpg
Crash-05.jpg
Crash-06.jpg
Crash-07.jpg
Crash-10.jpg
Crash-11.jpg
Crash-12.jpg
Crash-13.jpg
Crash-14.jpg
Crash-15.jpg
Crash-16.jpg
Crash-19.jpg
Crash-20.jpg
Crash-21.jpg
Crash-22.jpg
Crash-23.jpg
Crash-24.jpg
Crash-25.jpg
Crash-28.jpg
Crash-29.jpg
Crash-30.jpg
Crash-31.jpg
Crash-32.jpg
Crash-33.jpg
Crash-34.jpg
Crash-37.jpg
Crash-38.jpg
Crash-39.jpg
Crash-40.jpg
Crash-41.jpg
Crash-42.jpg
Crash-43.jpg
Show More
Rotate Left
Markup
More...
MacBook

Crash-02.jpg
JPEG image - 1.2 MB

Information

Created 5 January 2017 at 09:33
Modified 6 July 2016 at 07:38
Dimensions 1920×2714
Resolution 191×191

Tags

7 **Perform Tasks and Search:** The Perform Tasks icon enables you to perform certain tasks within the folder or highlighted file, such as create a New Folder, Move to Bin, Duplicate and more. Next to this is the Search bar. If you're looking for a specific item, type its name or contents into the Search field and press Enter.

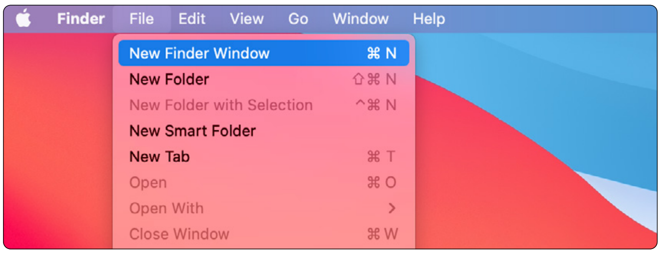
8 **Sidebar:** There are various options on the Finder window's sidebar. You can open specific folders like Documents or Downloads, access external or network drives and more.

9 **File/Folder View:** This shows the files and folders contained in the currently open folder. They're shown in the format chosen in the View Options (see feature number 3). In this case, we're using the Icons view.

10 **Preview:** This is a preview of the currently selected file in the main window. It shows the title, file size and various details about it. There are also options at the foot of the Preview sidebar, such as rotating or marking up a graphic or creating a PDF from a document.

Displaying a Finder Window

There are several ways of opening a new Finder window on your Mac's desktop. Let's take a look at each in turn.


Finder
File
Edit
View
Go
Window
Help
New Finder Window ⌘ N
New Folder ⇧⌘ N
New Folder with Selection ^⌘ N
New Smart Folder
New Tab ⌘ T
Open ⌘ O
Open With
Close Window ⌘ W

Using Menus

Click a clear space on the desktop once, open the File menu and select New Finder Window. A window then appears.

Shortcut Keys

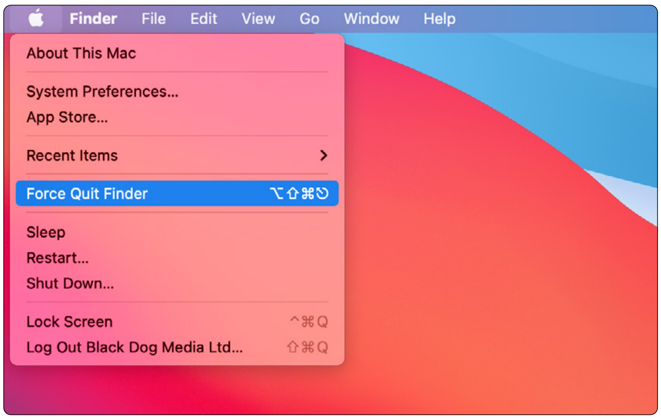
Click a clear space on the desktop once to make sure you're in Finder, then press the CMD and N together. A new Finder window appears.

Using the Dock

If it isn't already displayed, move your mouse cursor to the bottom of the screen to open the Dock. Click the Finder Window to create a new window.

How to Relaunch Finder

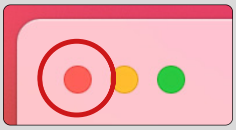
If the Finder has crashed or isn't behaving as it should, follow this tip to close it like a crashed app and relaunch it.


Finder
File
Edit
View
Go
Window
Help
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit Finder ⌥⇧⌘⎋
Sleep
Restart...
Shut Down...
Lock Screen ^⌘Q
Log Out Black Dog Media Ltd... ⇧⌘Q

If the Finder crashes, you can relaunch it like you would with any other crashed app. The easiest way to do this is to click on the desktop to make sure you're in Finder, hold down the Shift key and click on the Apple menu. The Force Quit option has become Force Quit Finder. Incidentally, you can use this method to quit any running app. Just click on one of its windows to bring it to the fore, hold Shift and click on the Apple menu.

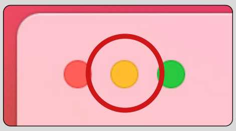
Window Controls Options.

The coloured buttons found in the top left corner are used to resize or minimise the Finder window.



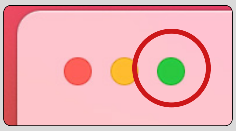
Close

Click once on the red button containing a cross. This will work with the majority of windows and applications.



Minimise

Click the orange button containing a '-' sign. Again this will work with almost all windows and apps.

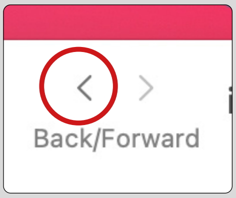


Full Screen

Click the green button containing a '+' sign. Will full screen most windows.

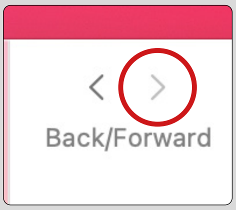
Navigation Controls.

These simple controls allow you to retrace your steps backwards and forwards.


Back/Forward

Navigate to a Previous Page

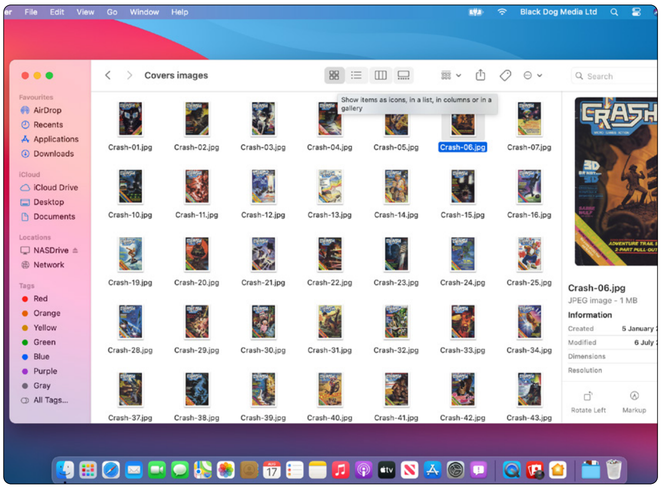
Click the left hand arrow. To continue stepping backwards, repeat step one as many times as necessary.


Back/Forward

Using the Forward Control

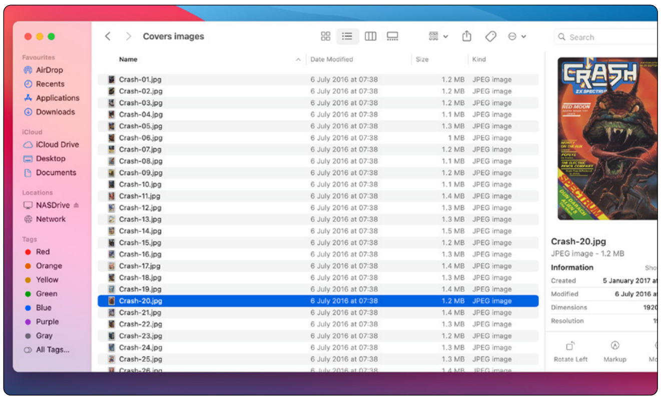
If you've moved to a previous page, this button offers step-by-step navigation to your original starting point. Simply click the right-hand arrow as many times as needed.

View Options



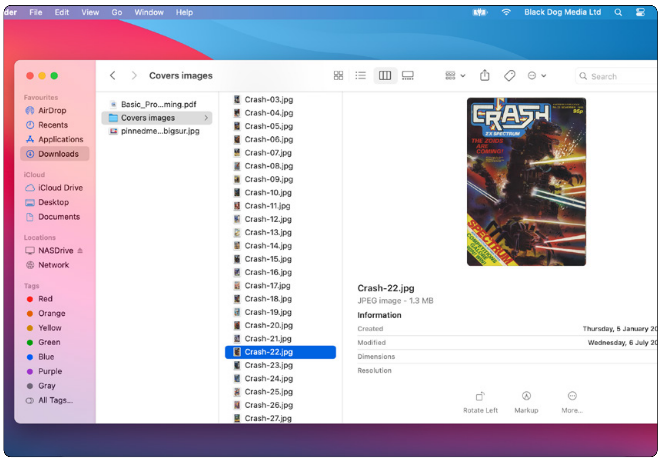
View Window Contents as Icons

To display your files and folders as a collection of icons, first open a Finder window then click the first button on the toolbar, showing a group of four squares.



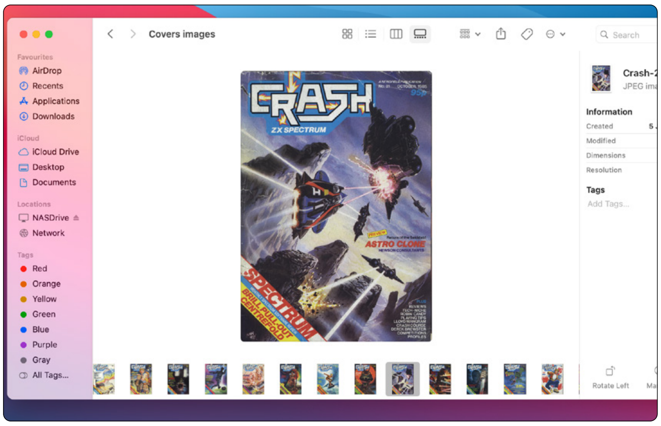
View Window Contents as Lists

With an open Finder window, click the second button on the toolbar to use a simple but effective list display.



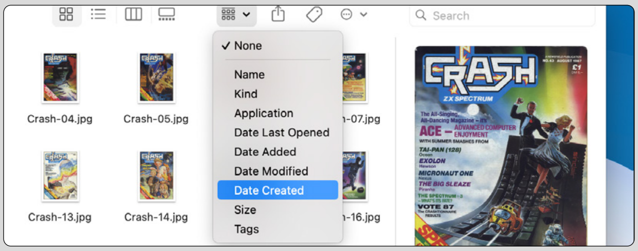
View Window Contents as Columns

Click the third button on the toolbar to view your files as a series of columns. It's great for quick navigation and easy visual identification using a handy image preview column.



View Window Contents as Gallery View

The Gallery View gives a large preview of the file or folder that's currently selected and a scrollable strip of everything else. Click on one of the files in the strip to see a larger version of its thumbnail.



Change the Way Items are Arranged.

As well as changing the way the items are visually displayed, you can also change the way they are arranged within the file and folder view area.

Name: Alphabetical. Displays numbers first, then A-Z.

Kind: This groups each type of item together.

Application: Groups together items according to the application in which they were created or are opened.

Date Last Opened: Groups according to time and date they were opened.

Date Added: Displays items in order of when they were added to the folder.

Date Modified: Displays items in the order they were last modified or edited.

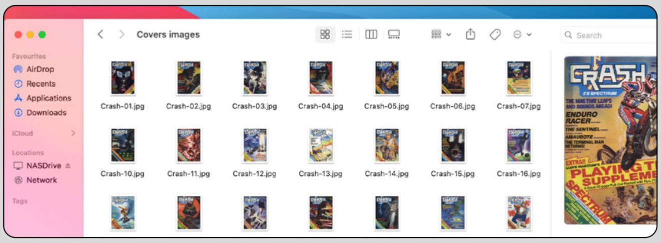
Date Created: Displays the items according to when they were created.

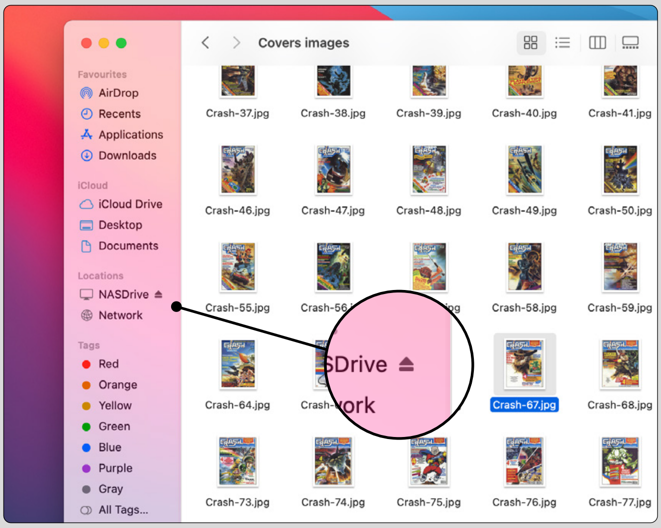
Size: Arrange the files according to their size.

Tags: Files are arranged according to tags you've added

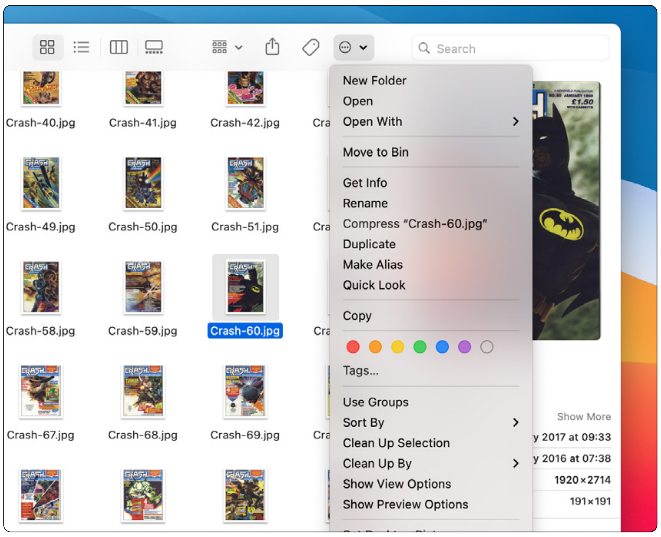
More Sidebar Functions.

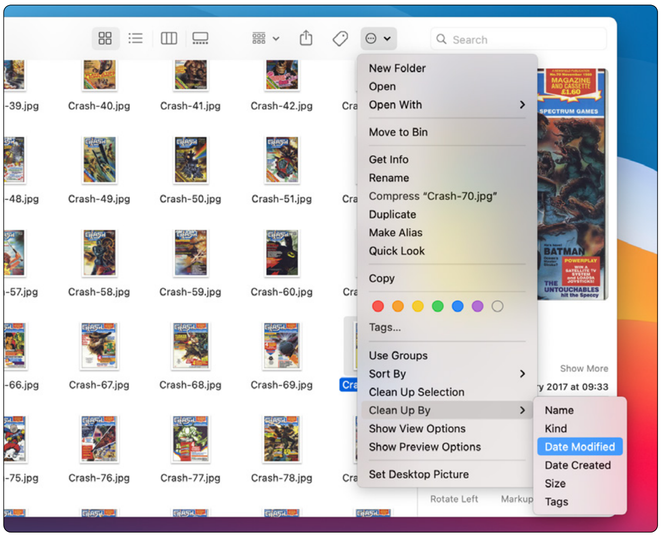
If your sidebar is getting cluttered, you can show or hide its listed items by hovering over the title (Favourites, Locations, iCloud, Tags) and clicking the small down-facing chevron or right-facing chevron – the right-facing chevron appears when the title is hidden, and the down-facing chevron when they're expended. You can also eject external drives, CDs and disk images from the sidebar; by clicking the eject icon next to the device or image you wish to remove.


Covers images
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
Locations
NASDrive
Network
Tags
Search


Covers images
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
SDrive
ork
Crash-67.jpg

Perform Tasks Within the Finder

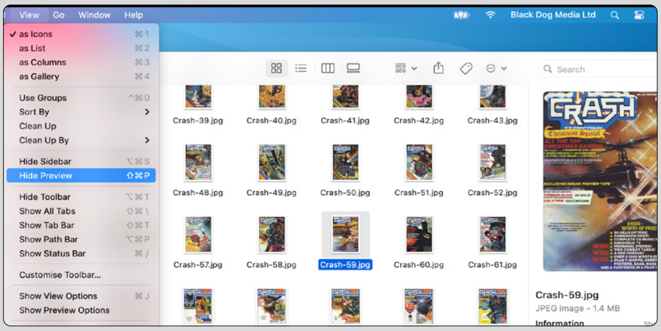

Search
New Folder
Open
Open With
Move to Bin
Get Info
Rename
Compress "Crash-60.jpg"
Duplicate
Make Alias
Quick Look
Copy
Tags...
Use Groups
Sort By
Clean Up Selection
Clean Up By
Show View Options
Show Preview Options
Crash-60.jpg


Search
New Folder
Open
Open With
Move to Bin
Get Info
Rename
Compress "Crash-70.jpg"
Duplicate
Make Alias
Quick Look
Copy
Tags...
Use Groups
Sort By
Clean Up Selection
Clean Up By
Show View Options
Show Preview Options
Set Desktop Picture
Name
Kind
Date Modified
Date Created
Size
Tags

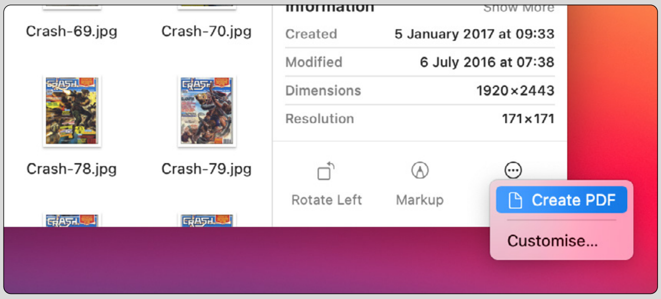
1 Click on the three dots within a circle icon (next to the Search Bar) for a drop-down menu. Here you can do a range of operations, from opening a file in a specific application to checking the file size via the Get Info option.

2 You can also clean up the entire Finder Window, automatically tidying up and or reorganising the order of the files according to various criteria such as their name (alphabetically), date, size and more.

The Finder's Preview Panel.


View
Go
Window
Help
as Icons
as List
as Columns
as Gallery
Use Groups
Sort By
Clean Up
Clean Up By
Hide Sidebar
Hide Preview
Hide Toolbar
Show All Tabs
Show Tab Bar
Show Path Bar
Show Status Bar
Customise Toolbar...
Show View Options
Show Preview Options
Crash-59.jpg
JPEG image - 1.4 MB
Information

Finder windows have a right-hand sidebar that shows a preview of the currently selected file from the window. You can turn this sidebar on or off in the View menu (Hide/Show Preview).

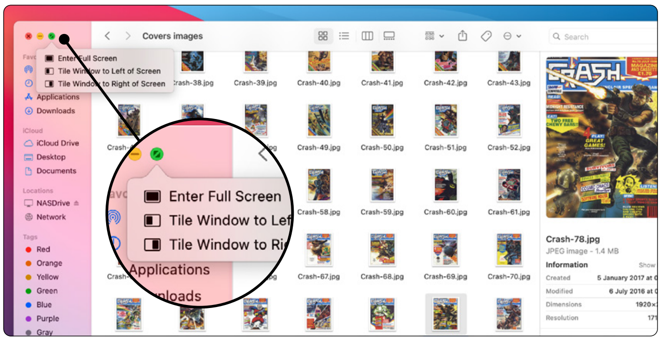

Crash-69.jpg
Crash-70.jpg
Crash-78.jpg
Crash-79.jpg
Rotate Left
Markup
Create PDF
Customise...

Created 5 January 2017 at 09:33
Modified 6 July 2016 at 07:38
Dimensions 1920×2443
Resolution 171×171

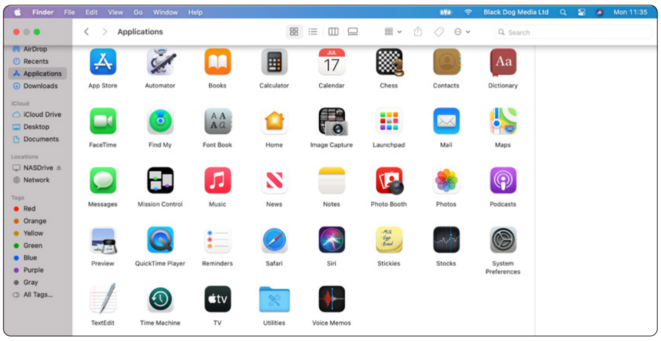
At the foot of the preview sidebar are a set of new options. These vary according to the type of file you're previewing in the main window. For example, an image can be rotated, annotated or converted into a PDF.

Full-screen Mode

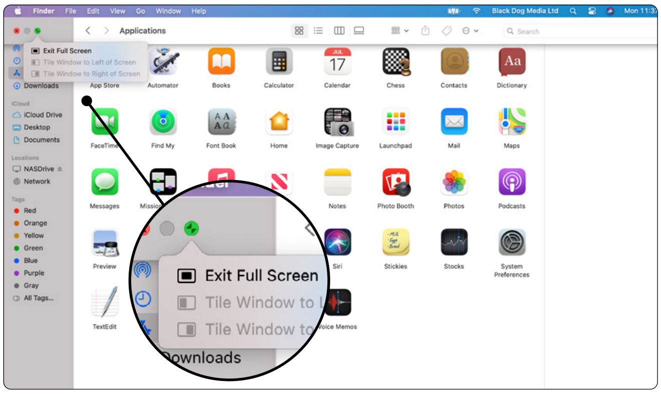
If you want to view the Finder window better or any other window for that matter, then you can always opt to view it in full-screen mode. Full-screen removes distractions and makes everything a little easier to read. Here's how it works.


Covers images
Enter Full Screen
Tile Window to Left of Screen
Tile Window to Right of Screen
Applications
Downloads
Crash-78.jpg
JPEG image - 1.4 MB

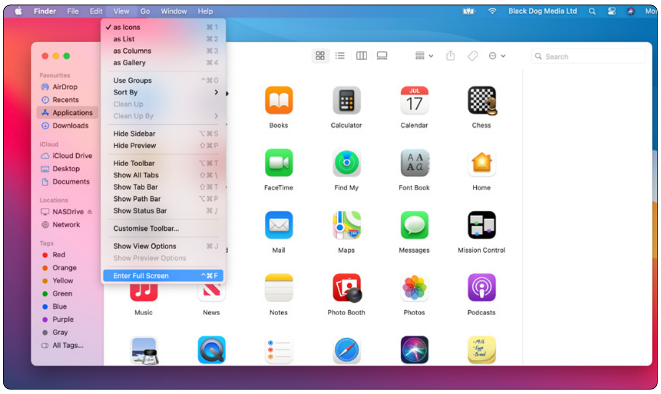
1 You can view a Finder window and indeed an application window, in full-screen mode. Click on the green Enlarge button in the upper left corner of the window and it will give you the option to expand to fill the entire screen. Alternatively, use the View pull-down menu or press CTRL-CMD-F.


Finder File Edit View Go Window Help
Applications

2 In full-screen mode, the menus usually found at the top of the Mac desktop are still there but they're hidden away until you need them. To see them, move the mouse cursor to the top of the screen and the menu bar slides into view.


Exit Full Screen
Tile Window to Left of Screen
Tile Window to Right of Screen
Downloads

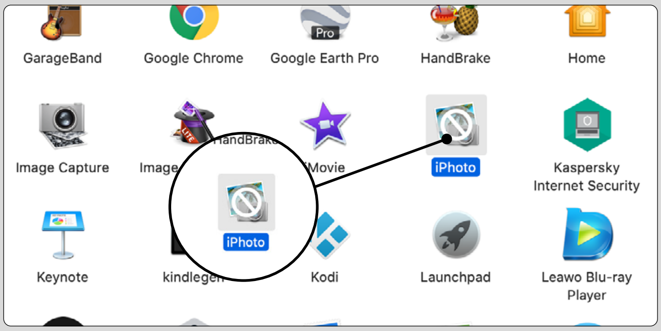
3 To exit from full-screen mode back to the usual window view, bring up the Menu bar and then simply click on the green button again. The window shrinks to its previous size and no longer takes up the entire desktop.


as Icons
as List
as Columns
as Gallery
Use Groups
Sort By
Hide Sidebar
Hide Preview
Hide Toolbar
Show All Tabs
Show Tab Bar
Show Path Bar
Show Status Bar
Customise Toolbar...
Show View Options
Enter Full Screen

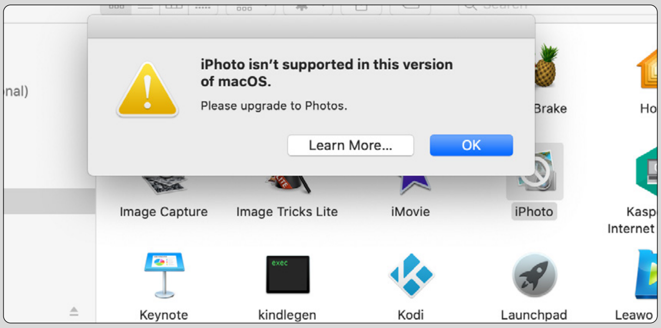
4 You can also take a window out of full screen mode using the View pull-down menu at the top of the screen or by pressing CTRL-CMD-F. You can still close a full-screen window with the red button (top left).

32-Bit Apps No Longer Run.

Apple has phased out support for applications built for 32-bit architecture. These will no longer run in macOS.


GarageBand
Google Chrome
Google Earth Pro
HandBrake
Home
Image Capture
iMovie
iPhoto
Kaspersky Internet Security
Keynote
kindlegen
Kodi
Launchpad
Leawo Blu-ray Player

In macOS Big Sur, you can no longer open applications made for older 32-bit processors (modern processors are 64-bit). If you have such an app on your Mac, it appears in the Applications window, or Launchpad, with a crossed-out icon atop it.



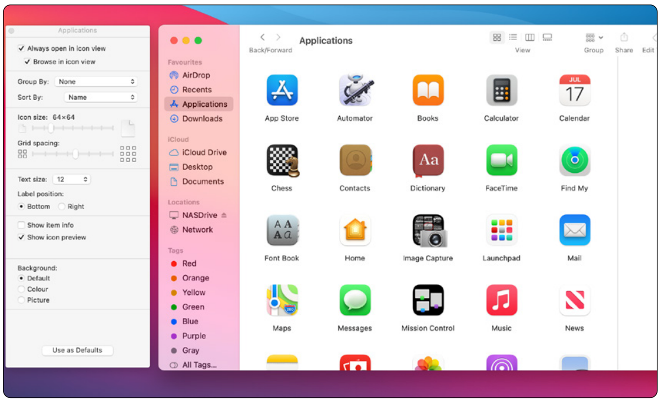
iPhoto isn't supported in this version of macOS.

Please upgrade to Photos.

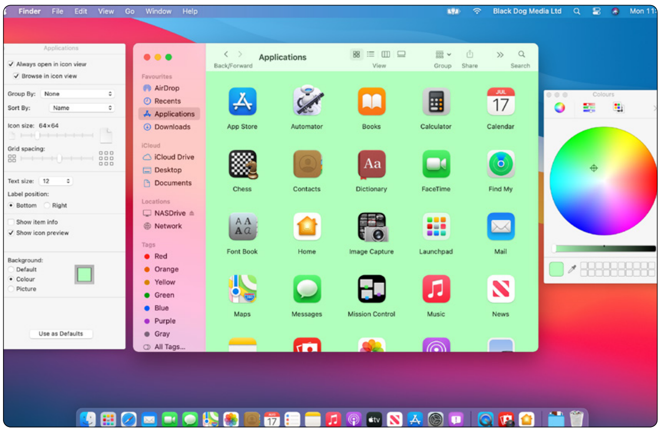
Learn More...
OK
Image Capture
Image Tricks Lite
iMovie
iPhoto
Keynote
kindlegen
Kodi
Launchpad

Try to open a 32-bit app and you get a message saying it's not compatible with this version of macOS. Check with its developer whether the app has since been updated to 64-bit, but if it hasn't by now, it might well have been abandoned.

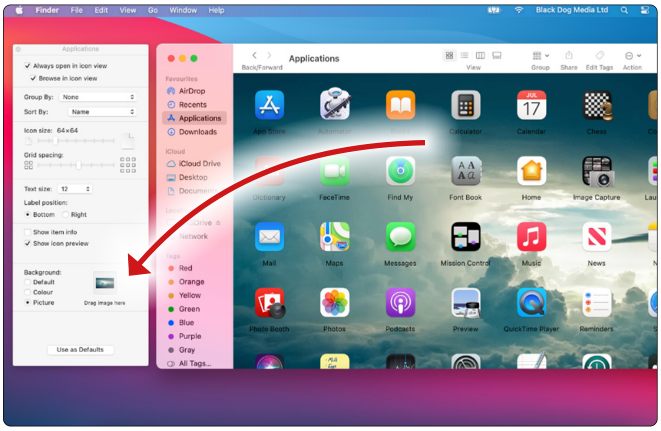
Changing the Finder Window's Background Colour or Image


Applications
Always open in icon view
Browse in icon view
Group By: None
Sort By: Name
Icon size: 64×64
Grid spacing:
Text size: 12
Label position:
Bottom
Right
Show item info
Show icon preview
Background:
Default
Colour
Picture
Use as Defaults
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
Back/Forward
View
Group
Share
Edit
App Store
Automator
Books
Calculator
Calendar
Chess
Contacts
Dictionary
FaceTime
Find My
Font Book
Home
Image Capture
Launchpad
Mail
Maps
Messages
Mission Control
Music
News

1 When you're using the Finder's Icon View, you can replace the white background with a black one or even a picture. To begin, with the Finder window in question open, select Show View Options from the View menu or press CMD-J.


Finder
File
Edit
View
Go
Window
Help
Black Dog Media Ltd
Applications
Background:
Default
Colour
Picture
Use as Defaults
Colours

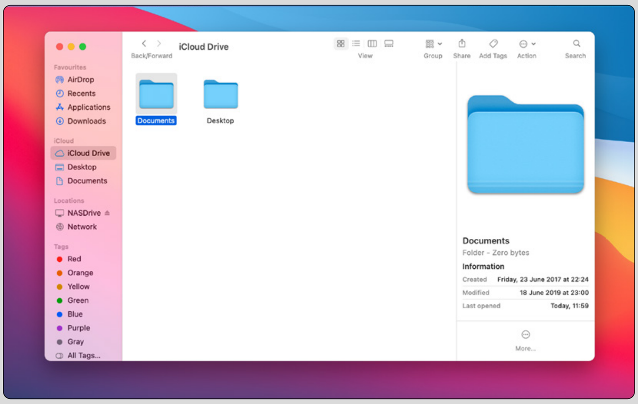
2 The window's Info window opens. Towards the bottom, you can see options listed under the header 'Background'. Select 'Colour' and click on the white square. You can now use the various options to change the background colour.


Finder
File
Edit
View
Go
Window
Help
Black Dog Media Ltd
Applications
Background:
Default
Colour
Picture
Drag image here
Use as Defaults

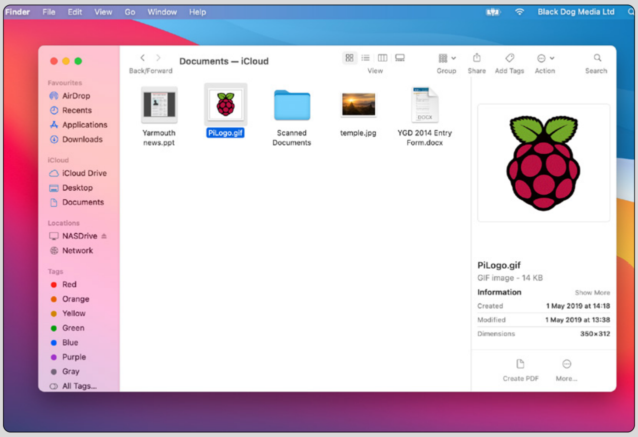
3 Select 'Picture' and then drag an image into the box to the right of the background options to get a pictorial background. Alternatively, click on the box and then navigate to the picture you want to use through the Finder.

Accessing iCloud Drive.

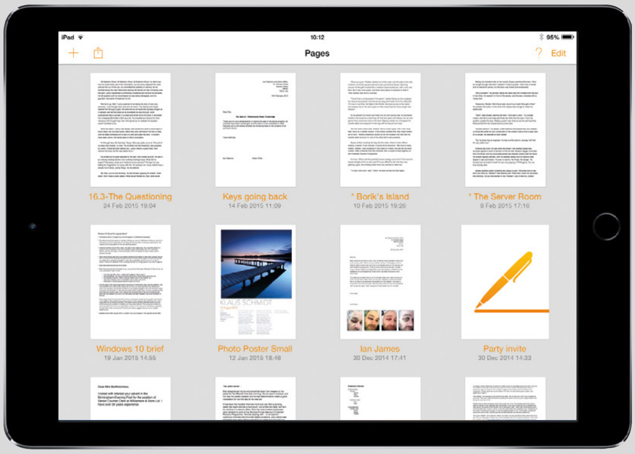
iCloud Drive can store and share files across Mac or iOS devices logged into the same iCloud account.


iCloud Drive
Back/Forward
View
Group
Share
Add Tags
Action
Search
Documents
Desktop
Documents
Folder - Zero bytes
Information
Created Friday, 23 June 2017 at 22:24
Modified 18 June 2019 at 23:00
Last opened Today, 11:59
More...

Click on iCloud Drive in the Finder window's sidebar. You see the iCloud Drive folder is organised according to apps. You can create your own folders here too.


Finder
File
Edit
View
Go
Window
Help
Black Dog Media Ltd
Documents — iCloud
Yarmouth news.ppt
PiLogo.gif
Scanned Documents
temple.jpg
YGD 2014 Entry Form.docx
PiLogo.gif
GIF image - 14 KB
Information
Show More
Created 1 May 2019 at 14:18
Modified 1 May 2019 at 13:38
Dimensions 350×312
Create PDF
More...

Files and folders found here are synced using iCloud Drive, so they're available online at www.icloud.com and also on other devices linked to the same iCloud account.

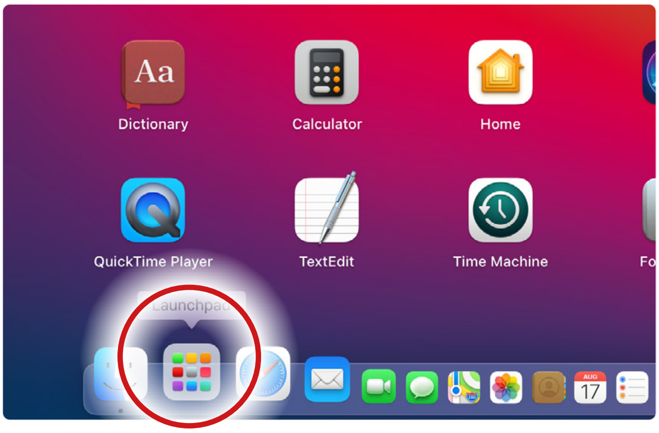

iPad
10:12
Pages
Edit
16.3-The Questioning
Keys going back
Bork's Island
The Server Room
Windows 10 brief
Photo Poster Small
Iari James
Party invite

Here we've opened the Pages iOS app on an iPad. As you can see, the documents in the Mac's Pages iCloud Drive folder are also available to open and edit here.

The Dock
For Most-used Apps

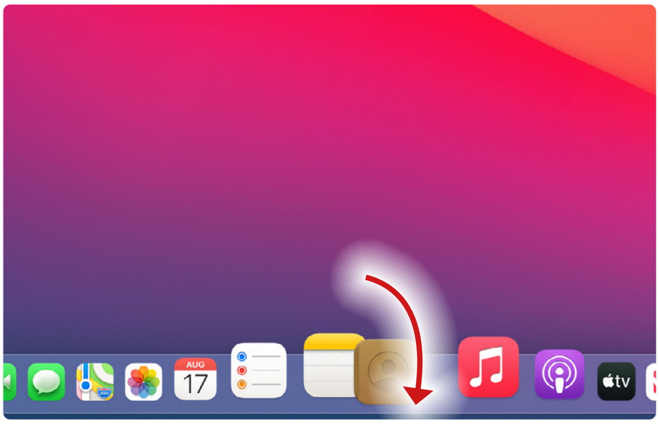
The macOS Dock is a fantastic feature that's been present on Macs since the introduction of Mac OS X 10.0. It's perfect for gaining quick access to the most relevant and used applications, documents and folders. It's customisable, which means you'll come to personalise your Dock to best fit your own unique needs.

Accessing Your Applications from the Dock


Dictionary
Calculator
Home
QuickTime Player
TextEdit
Time Machine
Launchpad

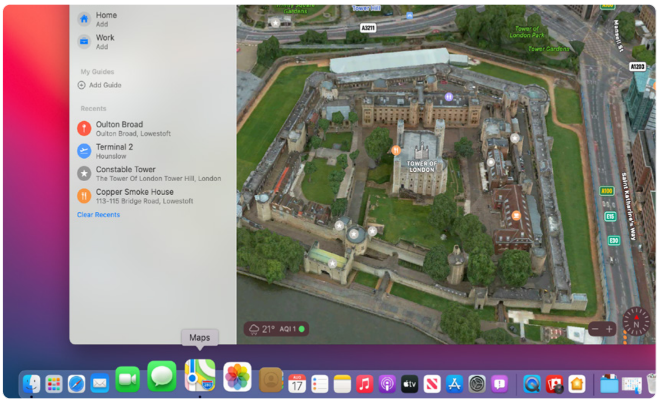
Add or Remove an Application

To add an app, first click the icon filled with multicoloured boxes on the left-hand side of the Dock to bring up Launchpad. Then, click and drag the item you want onto the Dock. To remove it, just drag it out.



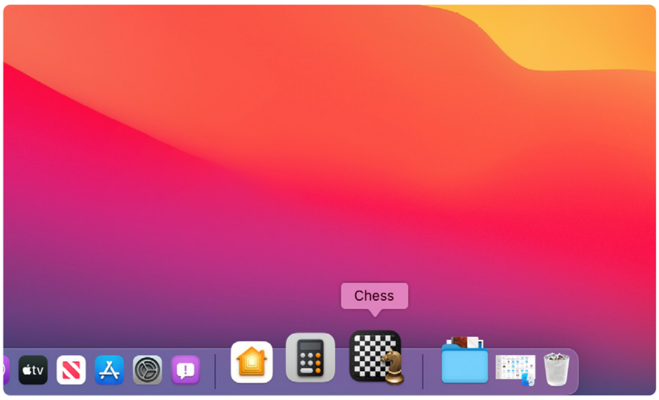
Move an Application

To move an item to a new location in the Dock, click and drag to the required position. As you move the item the adjacent applications will move aside to allow you to drop the icon into its intended place.


Home
Add
Work
Add
My Guides
Add Guide
Recents
Oulton Broad
Oulton Broad, Lowestoft
Terminal 2
Hounslow
Constable Tower
The Tower Of London Tower Hill, London
Copper Smoke House
113-115 Bridge Road, Lowestoft
Clear Recents
Maps
TOWER OF LONDON
21°

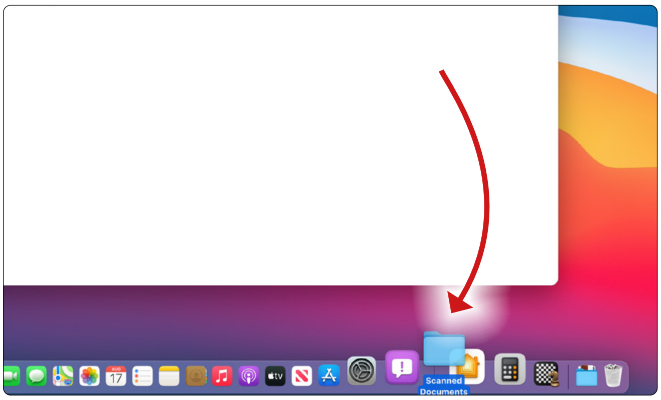
Open an Application

To open an application that's in your Dock, simply move the mouse pointer onto the Dock and click on its icon. Notice that the app icon slightly bounces as the application opens before the main app opens.



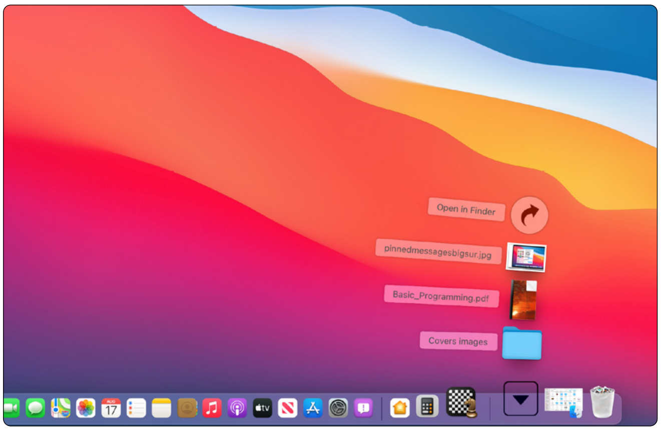
Recently Used Applications

In Big Sur, applications you've recently used are shown in the right-hand side of the Dock, from where they can be used like any other Dock app. Apps that are permanently in the Dock aren't shown here.


Scanned Documents

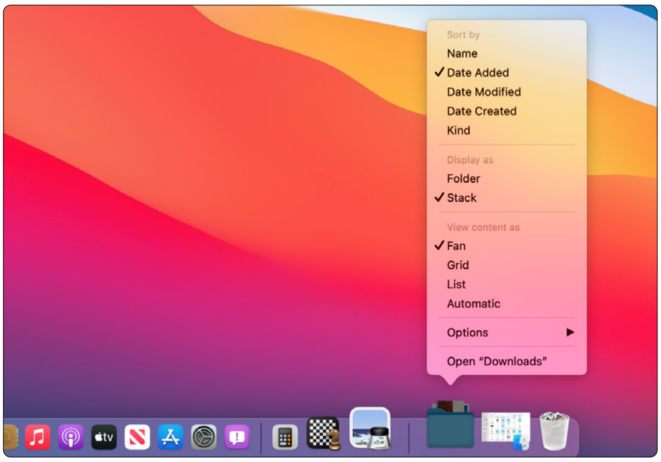
Adding and Removing Stacks

You can add, remove and move folders in your Dock, in the same way you do with apps. These sit to the right of the Dock's second divider and are called Stacks.


Open in Finder
pinnedmessagesbigsur.jpg
Basic_Programming.pdf
Covers images

Accessing Stacks

To access the files and folders within a Stack, click on it to display the contents. Clicking on a document or image opens it with an appropriate application and clicking on a folder opens it in Finder.

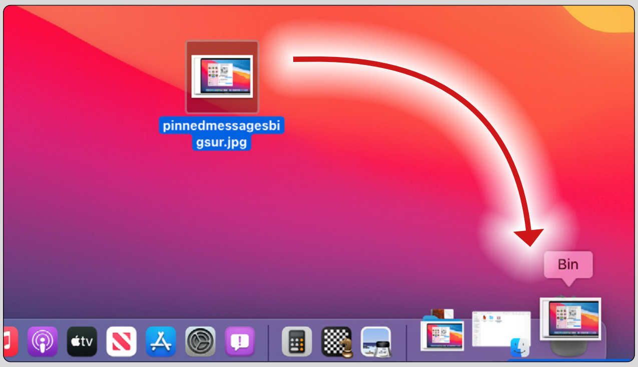

Sort by
Name
✓ Date Added
Date Modified
Date Created
Kind
Display as
Folder
✓ Stack
View content as
✓ Fan
Grid
List
Automatic
Options
Open "Downloads"

Viewing Options

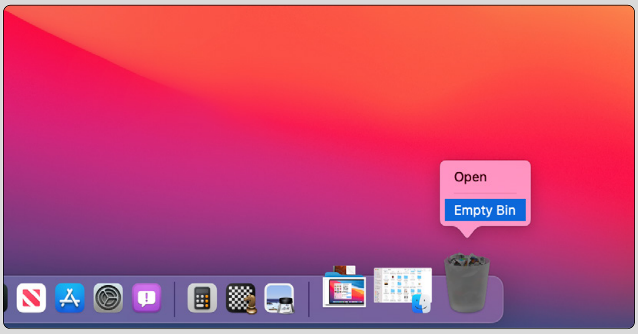
Right-click or CTRL-click on a Stack for a pop-up menu with a range of options. You can show your files as a Stack (a pile of files) or as a folder. You can also choose how they're displayed when you click the Stack.

The Bin.

The Bin icon is located at the far right of the Dock and can be filled and emptied just like a real rubbish bin.


pinnedmessagesbigsur.jpg
Bin

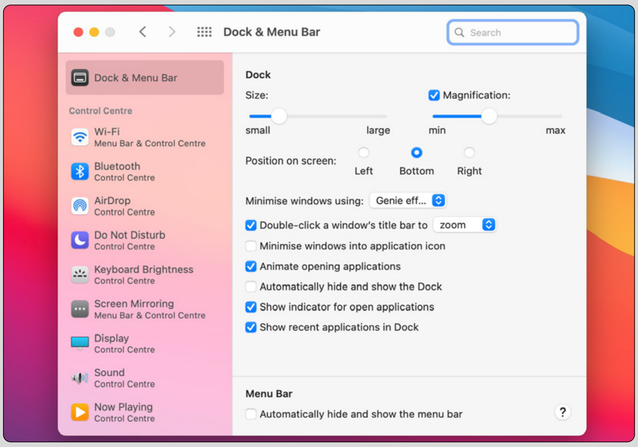
You can delete a file, folder or app by dragging it into the Bin on the right-hand side of the Dock. Alternatively, right-click or Ctrl-click on it and select Move to Bin from the contextual menu that appears.


Open
Empty Bin

To retrieve a file from Bin, click on the Bin icon in the Dock to open it in Finder, then drag the file out of the Bin window. To empty Bin, right-click on it and choose 'Empty Bin', or in the Bin window, click on the Empty button (top right).

Customising the Dock.

You can customise your Dock in System Preferences from the Apple menu and selecting Dock & Menu Bar. From here, you can place the Dock on the right, left or bottom of the screen, opt to show and hide it, change its size, change its magnification, choose a minimisation effect and more.


Dock & Menu Bar
Search
Dock & Menu Bar
Control Centre
Wi-Fi
Menu Bar & Control Centre
Bluetooth
Control Centre
AirDrop
Control Centre
Do Not Disturb
Control Centre
Keyboard Brightness
Control Centre
Screen Mirroring
Menu Bar & Control Centre
Display
Control Centre
Sound
Control Centre
Now Playing
Control Centre
small
large
min
max
?

Dock

Size:

☑ Magnification:

Position on screen: ○ Left ● Bottom ○ Right

Minimise windows using: Genie eff...

☑ Double-click a window's title bar to zoom

☐ Minimise windows into application icon

☑ Animate opening applications

☐ Automatically hide and show the Dock

☑ Show indicator for open applications

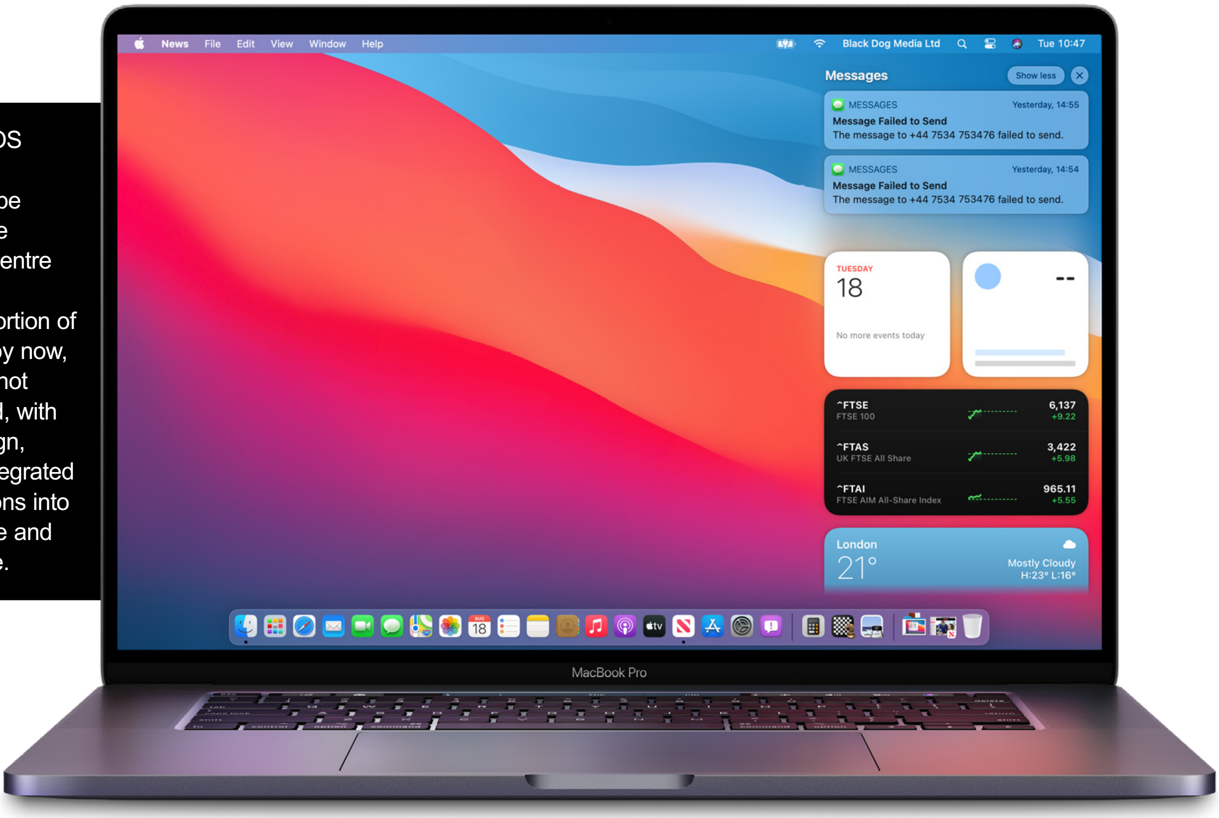
☑ Show recent applications in Dock

Menu Bar

☐ Automatically hide and show the menu bar

Notifications
See What's Going On

Notifications are one element of Big Sur that has probably seen the biggest change. Gone is the traditional Notification Centre, as appeared in Catalina and in its place, with the new iOS-like design, is the more streamlined, Notifications.


News File Edit View Window Help
Black Dog Media Ltd
Tue 10:47
Messages
Show less
MESSAGES
Yesterday, 14:55
MESSAGES
Yesterday, 14:54
TUESDAY
18
No more events today
^FTSE
FTSE 100
6,137
+9.22
^FTAS
UK FTSE All Share
3,422
+5.98
^FTAI
FTSE AIM All-Share Index
965.11
+5.55
London
21°
Mostly Cloudy
H:23° L:16°
MacBook Pro

Message Failed to Send
The message to +44 7534 753476 failed to send.

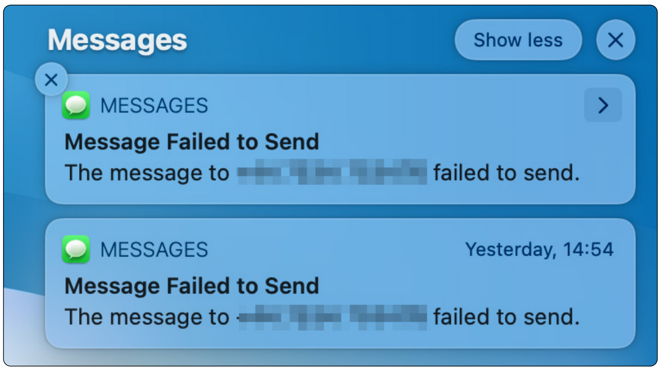
Message Failed to Send
The message to +44 7534 753476 failed to send.

Former macOS users will undoubtedly be looking for the Notification Centre icon in the upper-right portion of the desktop by now, however, it's not there. Instead, with the new design, Apple has integrated the Notifications into the Date/Time and Widgets zone.

While this may not seem to make to much sense, it's really quite a clever move on the part of Apple. All you need to do to view any notifications is to click on the Date and Time in the top-right of the desktop. If there are any, then they'll appear at the top of the slide-in area that appears from the right-side of the screen.

Notifications are grouped together depending on the app they're coming from. For example, the News app will display notifications based on what news channels you've decided to have alert you. If you click on a notification in the group, the rest expand so you can see all the available notifications of that group. And clicking on a notification, whether it's from the Messages app, News and so on, will open the corresponding app.

This makes viewing notifications a much more efficient process, since there's a minimal use of mouse button clicks and it's easy to see which notification belongs to which app. If you're on the look out for an important news flash report, for example, you can quickly get the information you need when it appears on the screen.

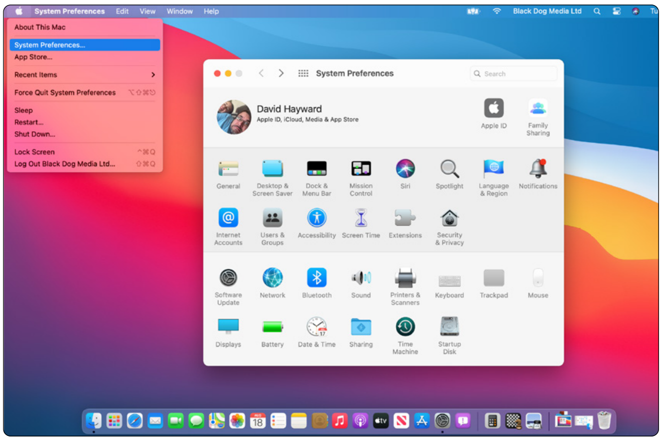

Messages
Show less
MESSAGES
MESSAGES
Yesterday, 14:54

Message Failed to Send
The message to [redacted] failed to send.

Message Failed to Send
The message to [redacted] failed to send.

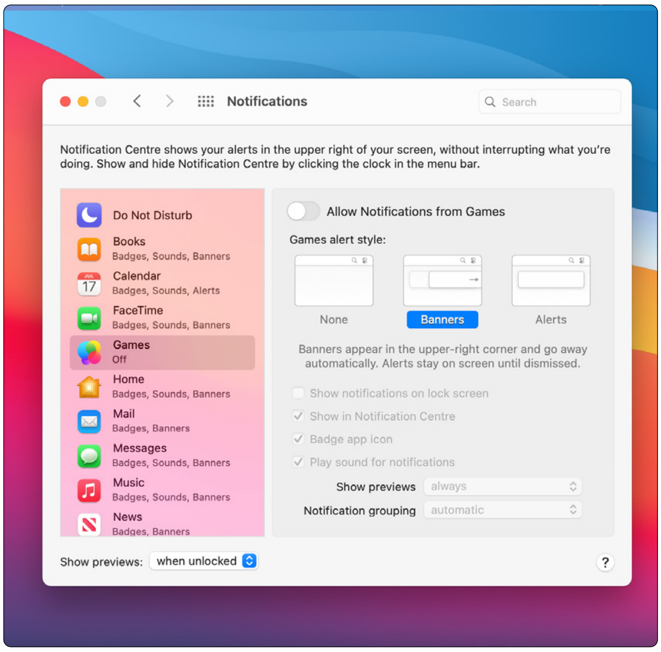
Each notification has an expansion chevron in the upper-right corner of the notification bubble. Click it and the notification will expand to display more information. In addition, by moving the mouse pointer over the notification bubble you'll also see an X in the opposite top corner, for dismissing the notification.

Creating and Removing Notifications


System Preferences
Edit
View
Window
Help
Black Dog Media Ltd
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit System Preferences
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Black Dog Media Ltd...
System Preferences
Search
David Hayward
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays
Battery
Date & Time
Sharing
Time Machine
Startup Disk

1 Adding and removing app notifications is as simple as navigating to System Preferences > Notifications. You'll find the Notifications 'Bell' icon on the right-hand side of the System Preferences window as it opens.

From there, click the Notifications icon and you'll be presented with all the available apps installed on your Mac that can provide a notification of some sort. Scroll through the list of apps on the left pane of the Notifications window until you find the app you want to setup Notifications for and click on the name of the app.


Notifications
Search
?

Notification Centre shows your alerts in the upper right of your screen, without interrupting what you're doing. Show and hide Notification Centre by clicking the clock in the menu bar.

Do Not Disturb
Books
Badges, Sounds, Banners
Calendar
Badges, Sounds, Alerts
FaceTime
Badges, Sounds, Banners
Games
Off
Home
Badges, Sounds, Banners
Mail
Badges, Banners
Messages
Badges, Sounds, Banners
Music
Badges, Sounds, Banners
News
Badges, Banners

Allow Notifications from Games

Games alert style:

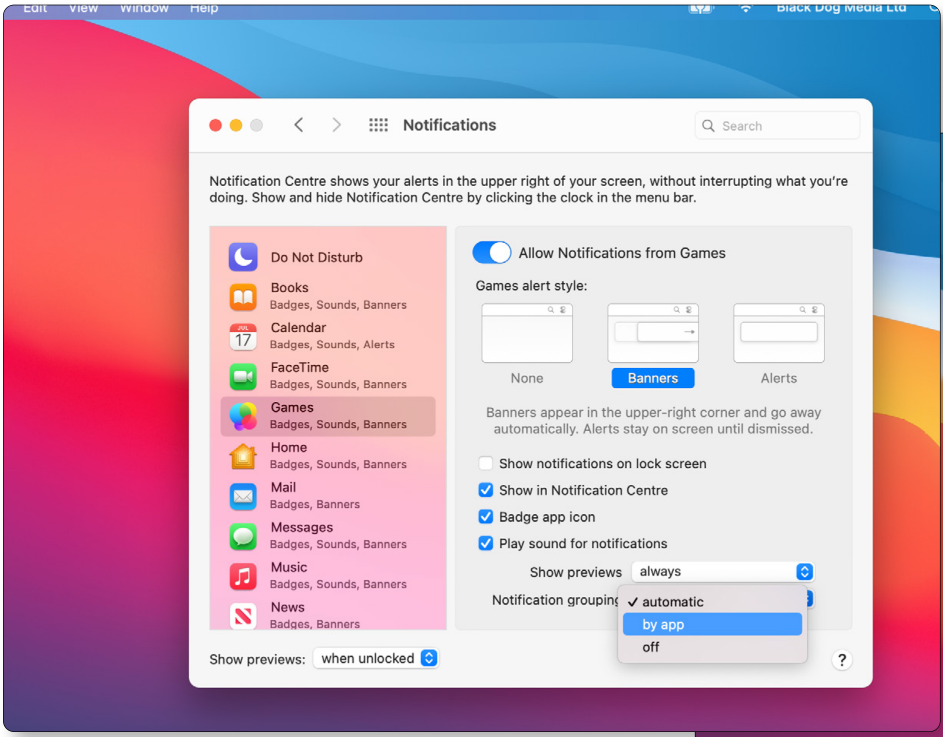
None
Banners
Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

Show notifications on lock screen
Show in Notification Centre
Badge app icon
Play sound for notifications
Show previews: always
Notification grouping: automatic

Show previews: when unlocked

2 When you've found the app you want to create a Notification for, click on the 'Allow Notification from…' slider button to activate it.


Edit
View
Window
Help
Black Dog Media Ltd
Notifications
Search
?

Notification Centre shows your alerts in the upper right of your screen, without interrupting what you're doing. Show and hide Notification Centre by clicking the clock in the menu bar.

Do Not Disturb
Books
Badges, Sounds, Banners
Calendar
Badges, Sounds, Alerts
FaceTime
Badges, Sounds, Banners
Games
Badges, Sounds, Banners
Home
Badges, Sounds, Banners
Mail
Badges, Banners
Messages
Badges, Sounds, Banners
Music
Badges, Sounds, Banners
News
Badges, Banners

Allow Notifications from Games

Games alert style:

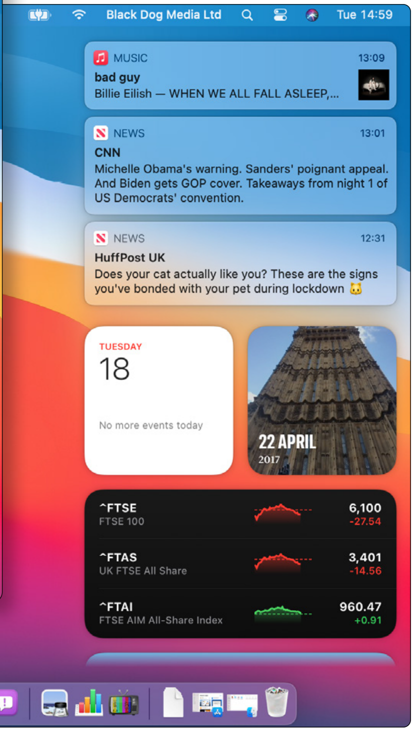
None
Banners
Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

☐ Show notifications on lock screen
☑ Show in Notification Centre
☑ Badge app icon
☑ Play sound for notifications
Show previews: always
Notification grouping: ✓ automatic
by app
off

Show previews: when unlocked

3 Within the Notifications window, you can set a number of options for how you want to review any Notifications from the app you've activated. For example, the Alert Style can be adjusted to None, Banners (the default, and the one that most folk will use), and Alerts. You can also opt to display Notifications on the lock screen – although this is considered a security risk if you leave your Mac unattended. There's also options to play a sound when a Notification comes in and you can set the Notification Grouping to Automatic, By App or Off.


Black Dog Media Ltd
Tue 14:59

MUSIC 13:09
bad guy
Billie Eilish — WHEN WE ALL FALL ASLEEP,...

NEWS 13:01
CNN
Michelle Obama's warning. Sanders' poignant appeal. And Biden gets GOP cover. Takeaways from night 1 of US Democrats' convention.

NEWS 12:31
HuffPost UK
Does your cat actually like you? These are the signs you've bonded with your pet during lockdown 🐱

TUESDAY
18
No more events today

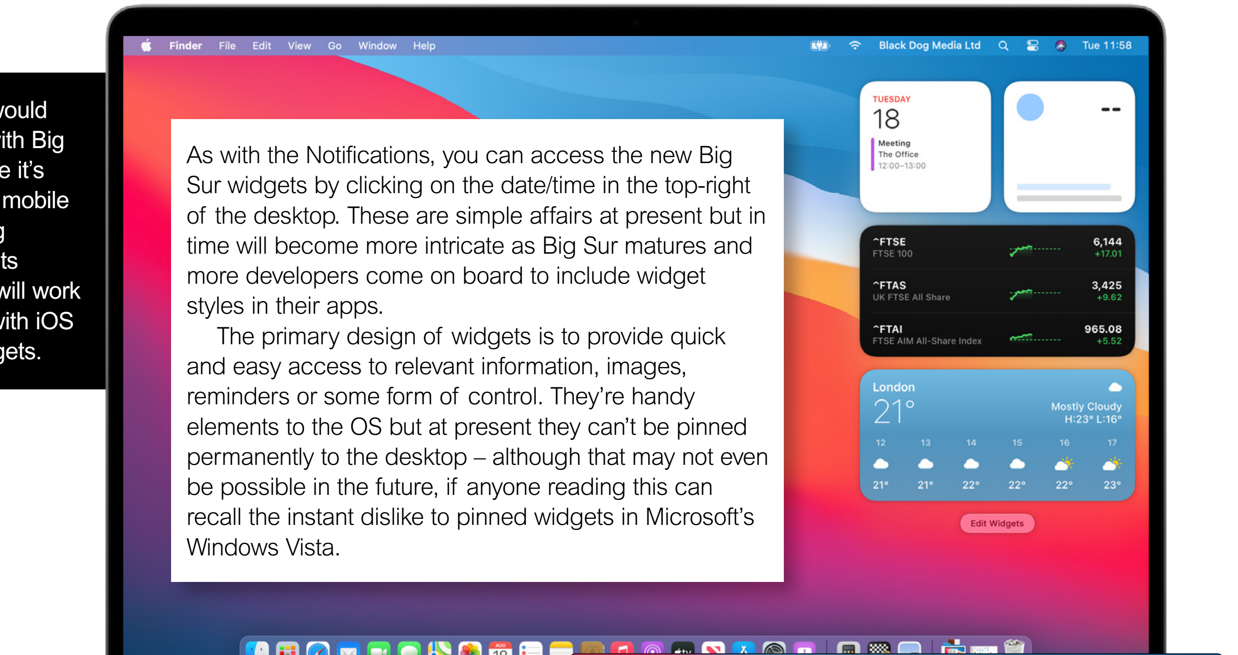
22 APRIL
2017

^FTSE FTSE 100	6,100	-27.54
^FTAS UK FTSE All Share	3,401	-14.56
^FTAI FTSE AIM All-Share Index	960.47	+0.91

4 As your use of Big Sur grows, so will the number of Notifications you'll generate over the course of a week or even a day. You'll quickly come to appreciate the new Notifications layout and design and how it greatly improves the process of discovering alerts and notifications.

Working with Widgets

Although widgets were introduced to macOS with the release of OS X Yosemite, they were limited in terms of the their design, functionality and customisation. However, Big Sur has launched a new style of Widgets that offers better customisation and a more personalised experience.


Finder
File
Edit
View
Go
Window
Help
Black Dog Media Ltd
Tue 11:58
TUESDAY
18
Meeting
The Office
12:00–13:00
^FTSE
FTSE 100
6,144
+17.01
^FTAS
UK FTSE All Share
3,425
+9.62
^FTAI
FTSE AIM All-Share Index
965.08
+5.52
London
21°
Mostly Cloudy
H:23° L:16°
Edit Widgets

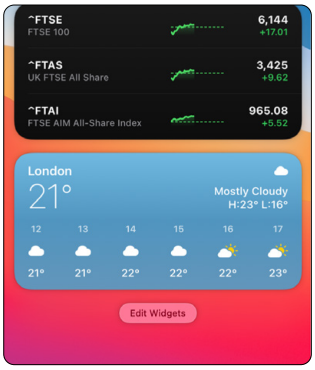
As you would expect with Big Sur, since it's one-part mobile operating system, its widgets will work in sync with iOS 14's widgets.

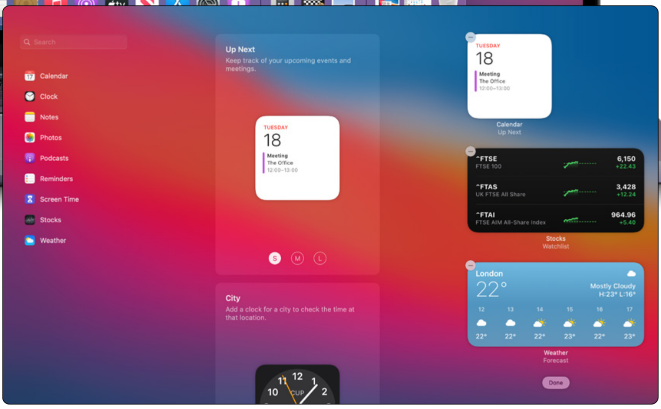
As with the Notifications, you can access the new Big Sur widgets by clicking on the date/time in the top-right of the desktop. These are simple affairs at present but in time will become more intricate as Big Sur matures and more developers come on board to include widget styles in their apps.

The primary design of widgets is to provide quick and easy access to relevant information, images, reminders or some form of control. They're handy elements to the OS but at present they can't be pinned permanently to the desktop – although that may not even be possible in the future, if anyone reading this can recall the instant dislike to pinned widgets in Microsoft's Windows Vista.

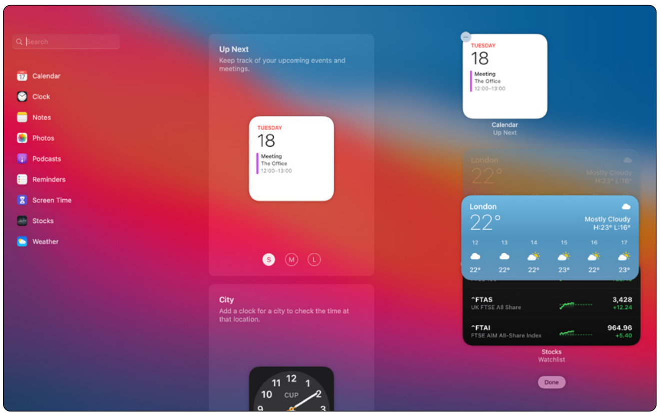
Arranging Your Widgets

1 Every aspect of controlling your widgets comes from the Edit Widgets button. You'll find this at the bottom of the widgets area. Simply click on the date/time function, then move the mouse to the bottom of the widget area that's slid-in from the left-hand side of the desktop. Click Edit Widgets when you see it.

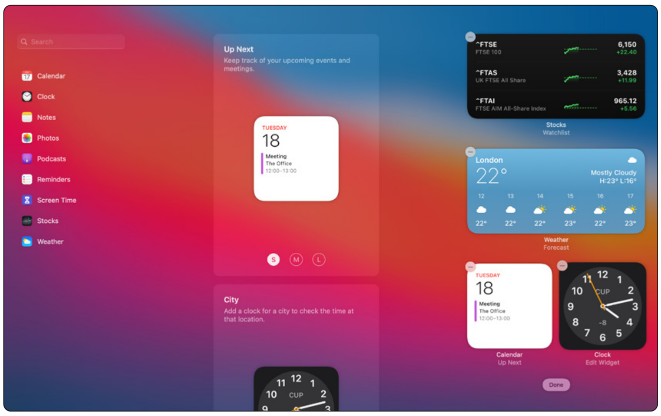

^FTSE
FTSE 100
6,144
+17.01
^FTAS
UK FTSE All Share
3,425
+9.62
^FTAI
FTSE AIM All-Share Index
965.08
+5.52
London
21°
Mostly Cloudy
H:23° L:16°
Edit Widgets


Search
Calendar
Clock
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Weather
Up Next
Keep track of your upcoming events and meetings.
City
Add a clock for a city to check the time at that location.
Calendar
Up Next
Stocks
Watchlist
London
22°
Weather
Forecast
Done

2 The Edit Widgets display is split into three panels: the left-hand panel is made up of the available widgets, as well as a Search box to locate additional widgets as they're developed. The middle panel shows a collection of the widgets and what they'll look like, as well as your main interaction with adding new widgets. And the right-hand panel is where you'll be able to rearrange any current widgets or remove them if necessary.


Search
Calendar
Clock
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Weather
Up Next
Keep track of your upcoming events and meetings.
City
Add a clock for a city to check the time at that location.
Calendar
Up Next
Stocks
Watchlist
Done

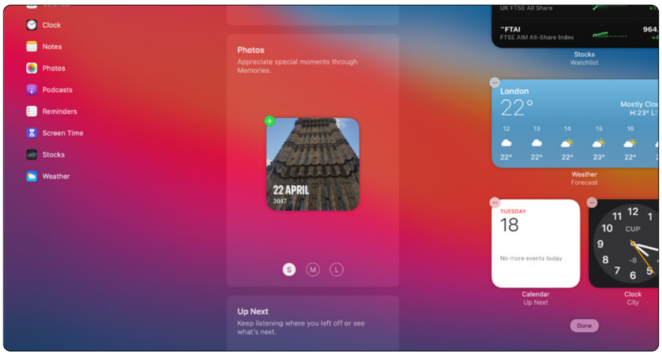
3 If you want to move a current widget, for example, click and hold the widget of choice and drag it over one of the other widgets. You'll notice that widgets will shift their position based on where you want to place them, as well as being based on the size of the widget in question.


Search
Calendar
Clock
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Weather
Up Next
Keep track of your upcoming events and meetings.
City
Add a clock for a city to check the time at that location.
Stocks
Watchlist
Weather
Forecast
Calendar
Up Next
Clock
Edit Widget
Done

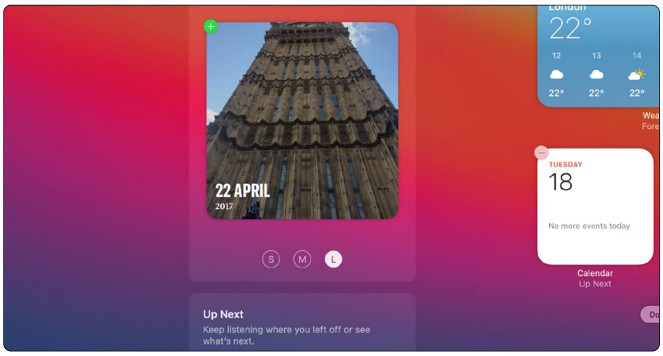
4 For example, two smaller widgets can be placed side-by-side, whereas the longer widgets will need more room. When you're finished moving them around, you can click on the Done button at the bottom-right of the widgets display. This will return you to the desktop and display your widgets in their new positions.

Adding or Removing Widgets

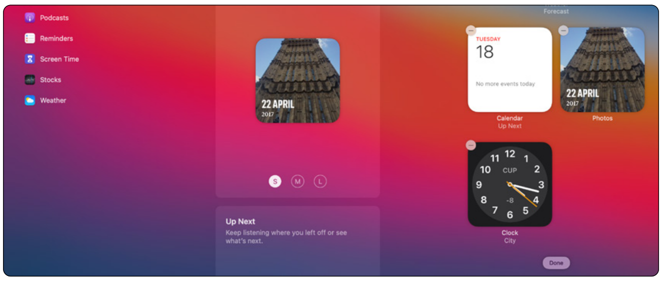
The process for adding new widgets or removing some of the old ones is just as easy. Once again, click on the date/time icon, followed by the Edit Widgets button when it appears at the bottom of your current widget groupings.


Clock
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Weather
Photos
Appreciate special moments through Memories.
22 APRIL
2017
Up Next
Keep listening where you left off or see what's next.
Stocks
Watchlist
Weather
Forecast
Calendar
Up Next
Clock
City
Done

1 To add a new widget, either check out the available widgets on the left-hand panel or use the search function to locate any specific widgets. Alternatively, you can scroll through the widgets available in the middle panel.

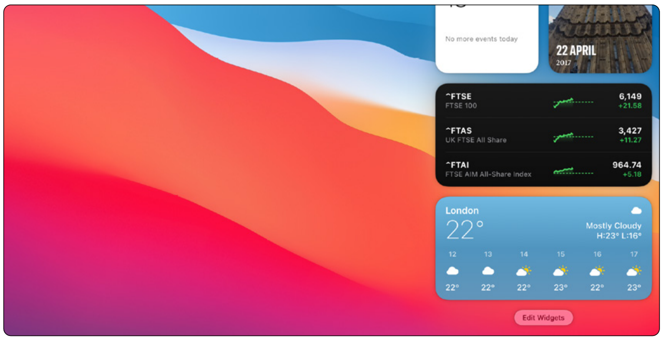

22 APRIL
2017
S
M
L
Up Next
Keep listening where you left off or see what's next.
Calendar
Up Next

2 When you have the widget you want, you have some sizing options to be aware of. Each widget can be sized as either Small, Medium or Large; using the S, M, L buttons under the widget. When you've found the size you want, click on the green plus icon in the top-left corner of the widget, which will add it to the list of widgets in the right-hand pane. And when you're finished, click on the Done button to return to the desktop.


Podcasts
Reminders
Screen Time
Stocks
Weather
22 APRIL
2017
Up Next
Keep listening where you left off or see what's next.
Calendar
Up Next
Photos
Clock
City
Done

3 As you add more widgets they'll begin to push the previous widgets up the screen. You can scroll through your widgets as normal, using either a scroll wheel on a mouse or by two-fingers sliding on the Touchpad.

To remove any widgets and cut down on unnecessary clutter, simply click on the minus sign in the top-left of the widget that's currently occupying your desktop; in other words, the group of widgets in the right-hand panel.

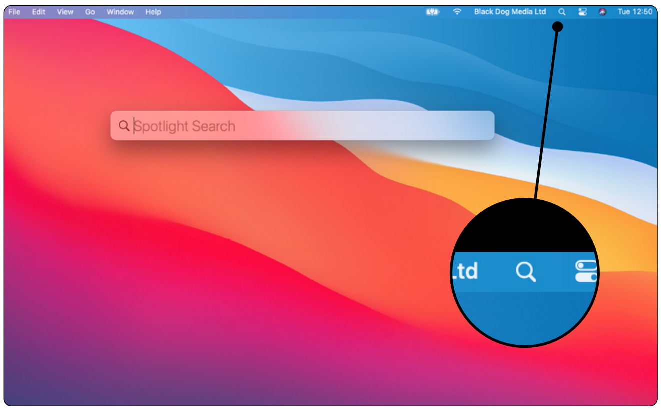

No more events today
22 APRIL
2017
^FTSE
FTSE 100
^FTAS
UK FTSE All Share
^FTAI
FTSE AIM All-Share Index
London
22°
Mostly Cloudy
Edit Widgets

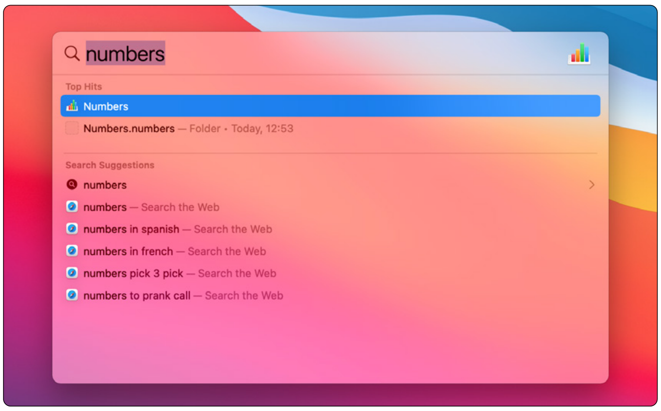
4 This will remove the selected widget and move the remaining widgets down the screen. When you're ready, click on the Done button to return to the desktop and see how they're stacked.

The Spotlight Feature
Search Your Mac

Spotlight Search is Apple's unique and ultra-powerful search system that can find almost anything on your Mac. There's a whole raft of great features, making it a really powerful and useful tool that's integrated into the apps that you use every day. Here's how to get the most from the Spotlight feature.

Using Spotlight's Features





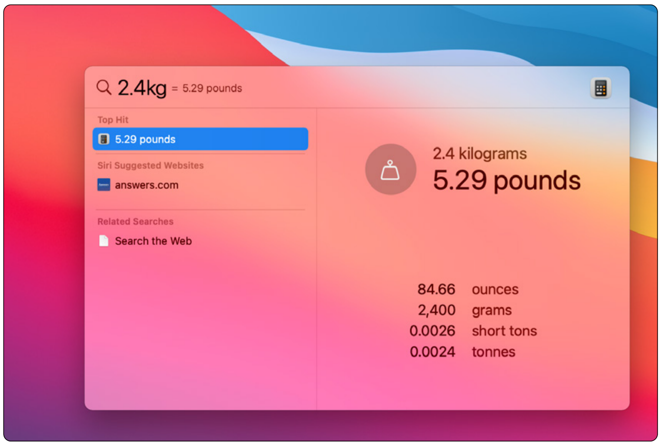
numbers

Top Hits
Numbers
Numbers.numbers — Folder • Today, 12:53

Search Suggestions
numbers
numbers — Search the Web
numbers in spanish — Search the Web
numbers in french — Search the Web
numbers pick 3 pick — Search the Web
numbers to prank call — Search the Web

1 To start using Spotlight, press CMD and the space bar or click the magnifying glass in the top menu and the Spotlight Search window appears. In Big Sur, as with macOS Catalina, you can drag this window to wherever you want on the screen; it's not fixed in position.

2 Start typing your search query into Spotlight and immediately answers appear, with suggestions based on the contents of your computer as well as other sources. This may mean you only have to type a few letters of your search term to find what you're looking for.



2.4kg = 5.29 pounds

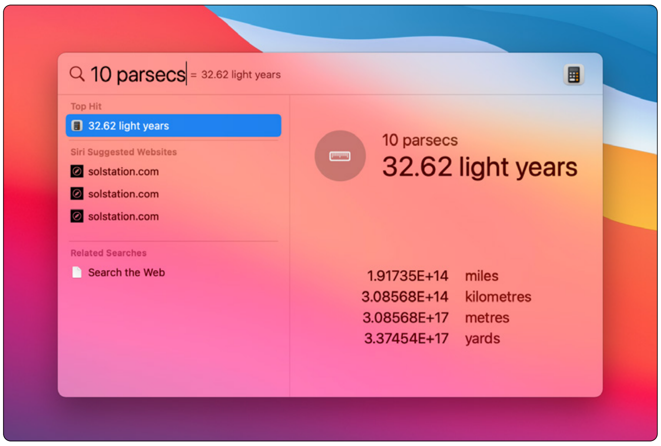
Top Hit
5.29 pounds

Siri Suggested Websites
answers.com

Related Searches
Search the Web

2.4 kilograms
5.29 pounds

```
  84.66   ounces
  2,400   grams
 0.0026   short tons
 0.0024   tonnes
```



10 parsecs = 32.62 light years

Top Hit
32.62 light years

Siri Suggested Websites
solstation.com
solstation.com
solstation.com

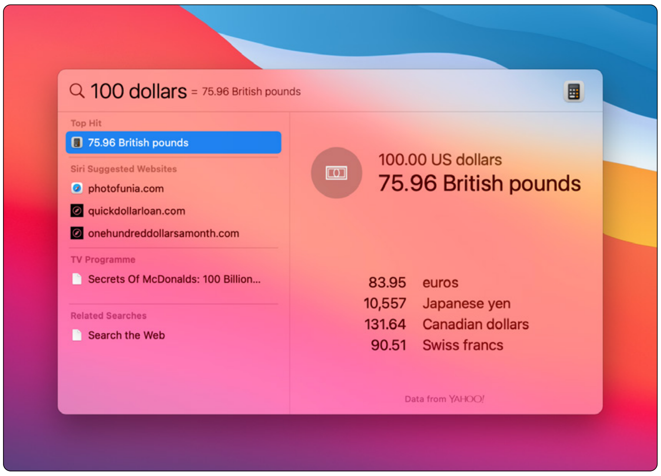
Related Searches
Search the Web

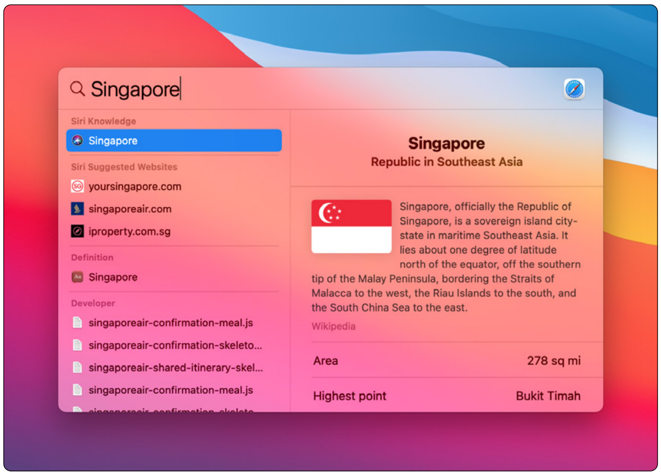
10 parsecs
32.62 light years

```
 1.91735E+14   miles
3.08568E+14   kilometres
3.08568E+17   metres
 3.37454E+17   yards
```

3 Spotlight can do instant unit conversions for you. For example, if you want to convert from imperial to metric weights (or vice versa) you just type in the number and a type of unit, such as kilograms or pounds and Spotlight instantly converts into other commonly used units.

4 It works in a similar way with distances and lengths, which Spotlight can instantly convert into other units. For example, if you type a distance in miles it instantly shows what it is in kilometres, metres, yards, feet and inches. You can even convert parsecs into light years.


100 dollars = 75.96 British pounds
Top Hit
75.96 British pounds
Siri Suggested Websites
photofunia.com
quickdollarloan.com
onehundreddollarsamonth.com
TV Programme
Secrets Of McDonalds: 100 Billion...
Related Searches
Search the Web
100.00 US dollars
75.96 British pounds
83.95 euros
10,557 Japanese yen
131.64 Canadian dollars
90.51 Swiss francs
Data from YAHOO!

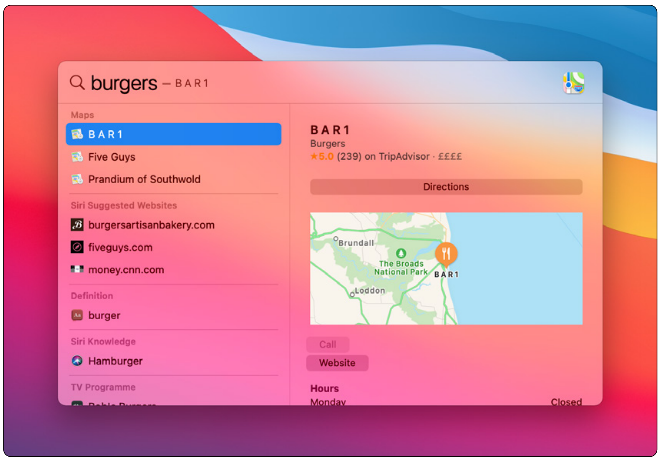

Singapore
Siri Knowledge
Singapore
Siri Suggested Websites
yoursingapore.com
singaporeair.com
iproperty.com.sg
Definition
Singapore
Developer
singaporeair-confirmation-meal.js
singaporeair-confirmation-skeleto...
singaporeair-shared-itinerary-skel...
singaporeair-confirmation-meal.js
Singapore
Republic in Southeast Asia

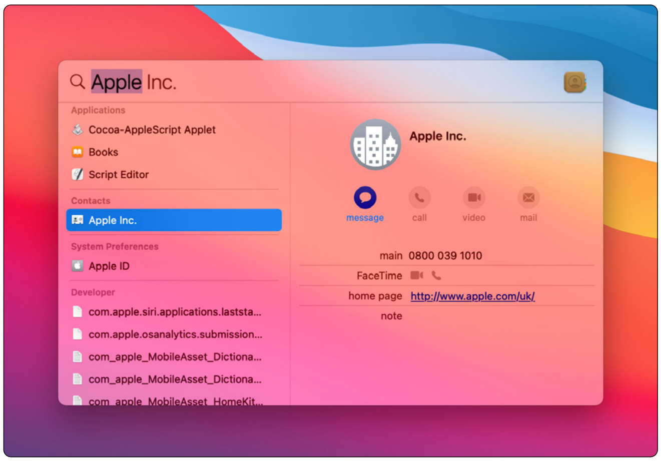
Singapore, officially the Republic of Singapore, is a sovereign island city-state in maritime Southeast Asia. It lies about one degree of latitude north of the equator, off the southern tip of the Malay Peninsula, bordering the Straits of Malacca to the west, the Riau Islands to the south, and the South China Sea to the east.

Wikipedia
Area
278 sq mi
Highest point
Bukit Timah

5 Spotlight can do some currency conversions. Type in a number and currency unit, such as dollars or pounds, and Spotlight gives you the equivalent value in a range of currencies at the current market value.

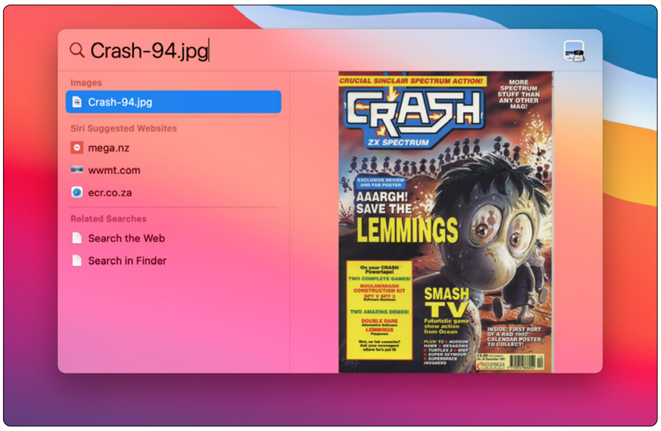
6 For more conventional searches, Spotlight pulls its information from a wide range of sources, such as Wikipedia and documents it finds on your Mac. Search results are listed by category down the left side of the search window.

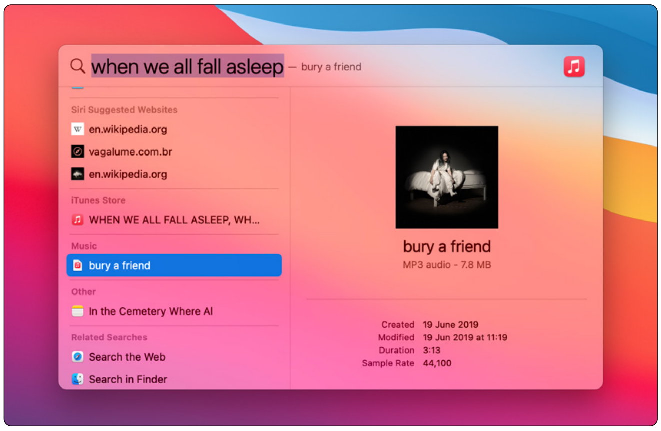

burgers – BAR1
Maps
BAR1
Five Guys
Prandium of Southwold
Siri Suggested Websites
burgersartisanbakery.com
fiveguys.com
money.cnn.com
Definition
burger
Siri Knowledge
Hamburger
TV Programme
BAR1
Burgers
★5.0 (239) on TripAdvisor · ££££
Directions
Brundall
The Broads National Park
Loddon
Call
Website
Hours
Monday
Closed


Apple Inc.
Applications
Cocoa-AppleScript Applet
Books
Script Editor
Contacts
Apple Inc.
System Preferences
Apple ID
Developer
com.apple.siri.applications.laststa...
com.apple.osanalytics.submission...
com_apple_MobileAsset_Dictiona...
com_apple_MobileAsset_Dictiona...
com_apple_MobileAsset_HomeKit...
Apple Inc.
message
call
video
mail
main 0800 039 1010
FaceTime
home page http://www.apple.com/uk/
note

7 If you're looking for local businesses or sites of interest, simply type the name into Spotlight and you'll quickly find what you're looking for, complete with a link to the Maps app and the option of travel directions from your current location.

8 You can find people with Spotlight too. Start typing the name of someone you know, and Spotlight quickly finds that person in your Contacts list and displays their contact details in the results window. Things like chat threads, Facebook comments and emails are also listed.


Crash-94.jpg
Images
Crash-94.jpg
Siri Suggested Websites
mega.nz
wwmt.com
ecr.co.za
Related Searches
Search the Web
Search in Finder
CRUCIAL SINCLAIR SPECTRUM ACTION!
CRASH
ZX SPECTRUM
AAARGH! SAVE THE LEMMINGS
SMASH TV


when we all fall asleep – bury a friend
Siri Suggested Websites
en.wikipedia.org
vagalume.com.br
en.wikipedia.org
iTunes Store
WHEN WE ALL FALL ASLEEP, WH...
Music
bury a friend
Other
In the Cemetery Where Al
Related Searches
Search the Web
Search in Finder
bury a friend
MP3 audio - 7.8 MB
Created 19 June 2019
Modified 19 Jun 2019 at 11:19
Duration 3:13
Sample Rate 44,100

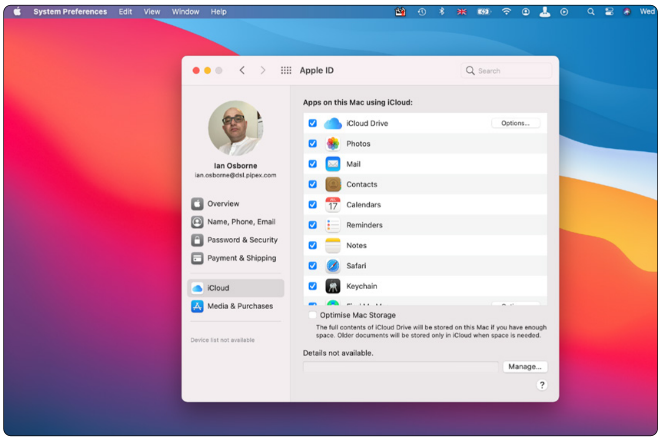
9 Spotlight is also closely integrated into the core macOS apps, such as Photos. Start typing in your search term, like the title of a particular image or photo album in your Photos app, and Spotlight quickly locates it and takes you straight to it.

10 Spotlight can find music by searching through your iTunes collection to find albums, tracks and artists. Type a band name, a track name or even the name of a band member. Recordings with that name or by that band or person are shown.

Setting Up Email For the Mail App

With email, you can send mails and attachments anywhere in the world, at the push of a button. It's there instantly too. Here we take a look at what email is, how you can get yourself an email address and how you can use your email accounts on your Mac, with Apple's bundled email client, the Mail app.

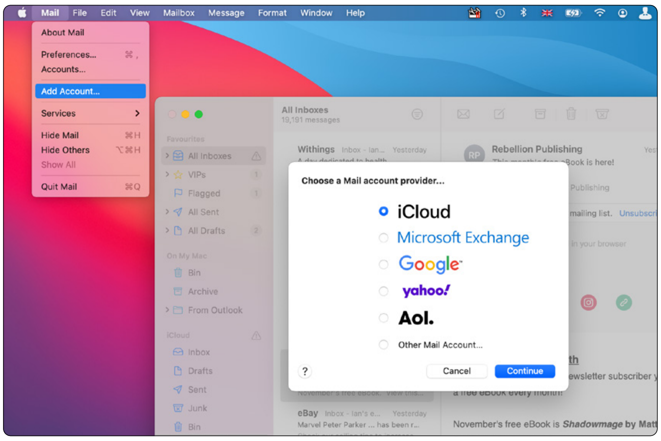
Setting Up Your iCloud Email


System Preferences
Edit
View
Window
Help
Apple ID
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Device list not available
Apps on this Mac using iCloud:
iCloud Drive
Options...
Photos
Mail
Contacts
Calendars
Reminders
Notes
Safari
Keychain
Optimise Mac Storage
Details not available.
Manage...
?

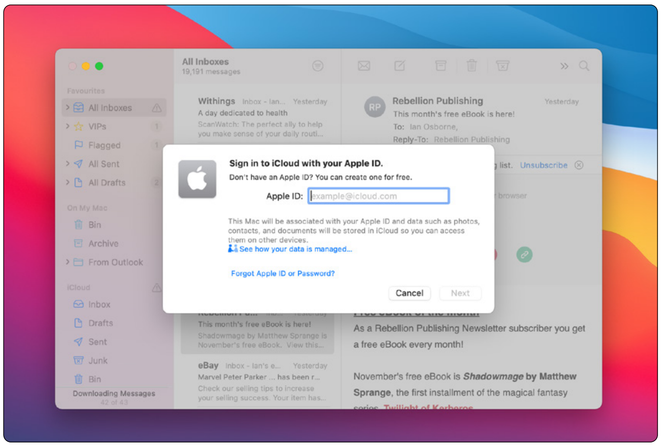
☐ Optimise Mac Storage

The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

1 If you set up your Apple ID during your Mac's initial setup, or if you signed in with an existing Apple ID, your iCloud email account is already in place. But if not, or if you want to add another iCloud email account to your Mail client, follow these instructions.


Mail
File
Edit
View
Mailbox
Message
Format
Window
Help
About Mail
Preferences...
Accounts...
Add Account...
Services
Hide Mail
Hide Others
Show All
Quit Mail
All Inboxes
Choose a Mail account provider...
iCloud
Microsoft Exchange
Google
yahoo!
Aol.
Other Mail Account...
?
Cancel
Continue

2 Open the Mail application from the Dock and then under the Mail drop-down menu found in the left of the menu bar, click on the Add Account... link. From the pop-up menu that appears, select the iCloud link and then click on the Continue button.

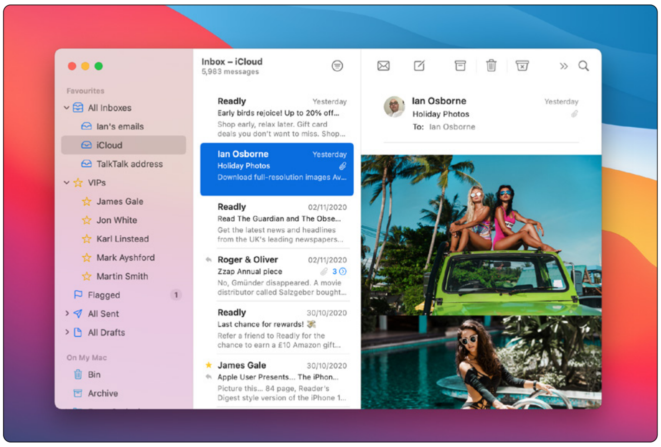

All Inboxes
19,191 messages
Apple ID:
example@icloud.com
See how your data is managed...
Forgot Apple ID or Password?
Cancel
Next

Sign in to iCloud with your Apple ID.

Don't have an Apple ID? You can create one for free.

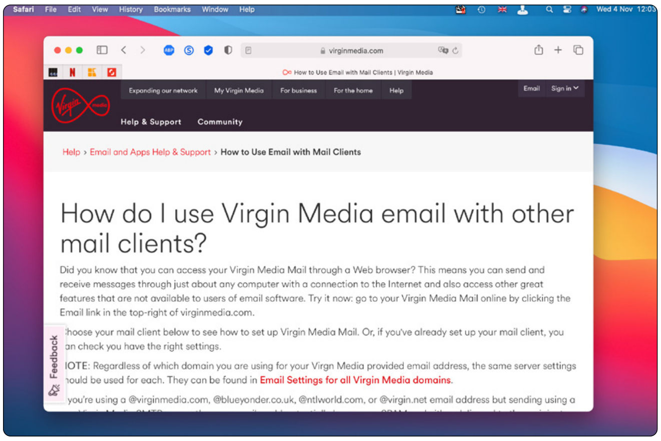
This Mac will be associated with your Apple ID and data such as photos, contacts, and documents will be stored in iCloud so you can access them on other devices.

3 Now enter the Apple ID for the iCloud email account you want to add to your Mail app, and then the password. When you have confirmed your details you can then click on the Sign In button to take you to the next step.


Inbox – iCloud
5,983 messages
Favourites
All Inboxes
Ian's emails
iCloud
TalkTalk address
VIPs
James Gale
Jon White
Karl Linstead
Mark Ayshford
Martin Smith
Flagged
All Sent
All Drafts
On My Mac
Bin
Archive
Ian Osborne
Holiday Photos
To: Ian Osborne

4 On the next screen, click on Add Account and your iCloud account is added to the Mail app, for you to use on your Mac. Your iCloud email can be your sole email account or you can use it in Mail or alongside others if you wish.

Setting Up Email


virginmedia.com
How to Use Email with Mail Clients | Virgin Media
Expanding our network
My Virgin Media
For business
For the home
Help
Email
Sign in
Help & Support
Community
Feedback

Help › Email and Apps Help & Support › How to Use Email with Mail Clients

How do I use Virgin Media email with other mail clients?

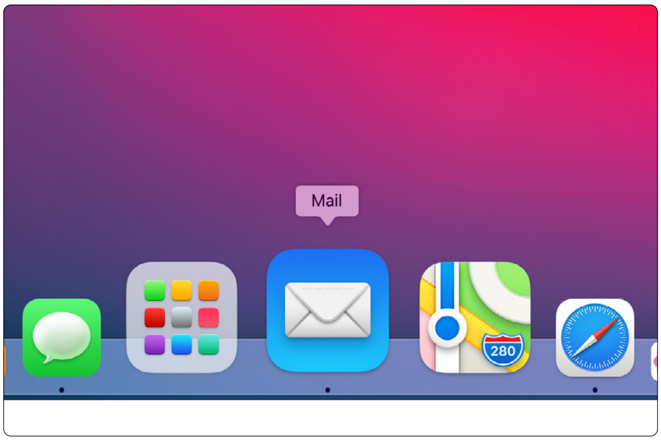
Did you know that you can access your Virgin Media Mail through a Web browser? This means you can send and receive messages through just about any computer with a connection to the Internet and also access other great features that are not available to users of email software. Try it now: go to your Virgin Media Mail online by clicking the Email link in the top-right of virginmedia.com.

hoose your mail client below to see how to set up Virgin Media Mail. Or, if you've already set up your mail client, you an check you have the right settings.

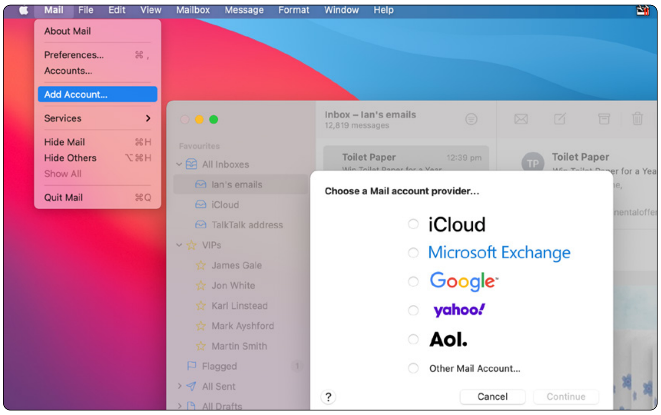
IOTE: Regardless of which domain you are using for your Virgn Media provided email address, the same server settings hould be used for each. They can be found in Email Settings for all Virgin Media domains.

you're using a @virginmedia.com, @blueyonder.co.uk, @ntlworld.com, or @virgin.net email address but sending using a

1 To configure your Mac to access your email account from your Internet service provider, you need your email address, your password to access your email account, and POP or IMAP (incoming) and SMTP (outgoing) server addresses.



2 macOS Catalina includes a sophisticated email program, simply called Mail. You can find it on the Dock, as it's there by default. The Mail App's icon looks like a postage stamp showing an eagle. Click on this icon to open the Mail app.

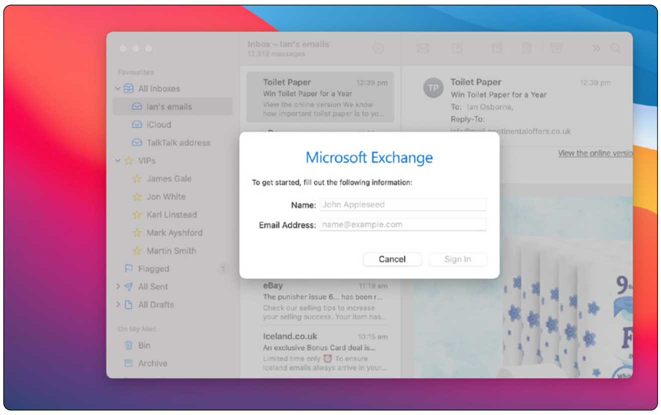

Mail
File
Edit
View
Mailbox
Message
Format
Window
Help
About Mail
Preferences...
Accounts...
Add Account...
Services
Hide Mail
Hide Others
Show All
Quit Mail
Inbox – Ian's emails
12,819 messages
Favourites
All Inboxes
Ian's emails
iCloud
TalkTalk address
VIPs
James Gale
Jon White
Karl Linstead
Mark Ayshford
Martin Smith
Flagged
All Sent
All Drafts
Toilet Paper

Choose a Mail account provider...

○ iCloud
○ Microsoft Exchange
○ Google
○ yahoo!
○ Aol.
○ Other Mail Account...

?
Cancel
Continue

3 When you first open Mail you're prompted to set up your first email account. If you've previously used Mail or set up another account, you can add further new accounts by going to the Mail menu and selecting Add Account.



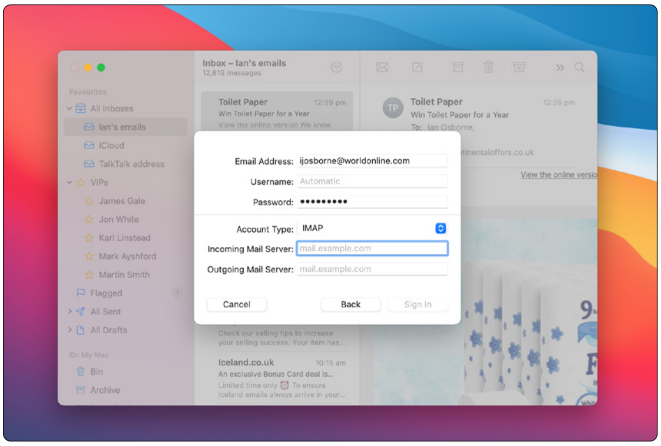
Microsoft Exchange

To get started, fill out the following information:

Name: John Appleseed
Email Address: name@example.com

Cancel
Sign In
Inbox – Ian's emails
Toilet Paper
eBay
Iceland.co.uk

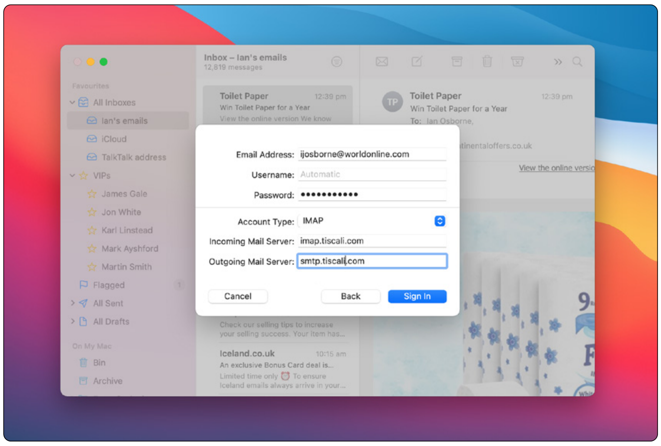
4 If it's another web-based email service you're adding, you must now enter your full name (this appears in your own, and other people's, contact lists), your email address and your password. Do this, and your account is added.



Email Address: ijosborne@worldonline.com
Username: Automatic
Password: ••••••••••
Account Type: IMAP
Incoming Mail Server: mail.example.com
Outgoing Mail Server: mail.example.com

Cancel
Back
Sign In
Inbox – Ian's emails
12,819 messages
Toilet Paper
Iceland.co.uk

5 If you're adding an account from your Internet Service Provider, select Other Mail Provider from the screen in Step 3. Enter details such as username, password and server information provided by your ISP. The server information should also be on the ISP's website.



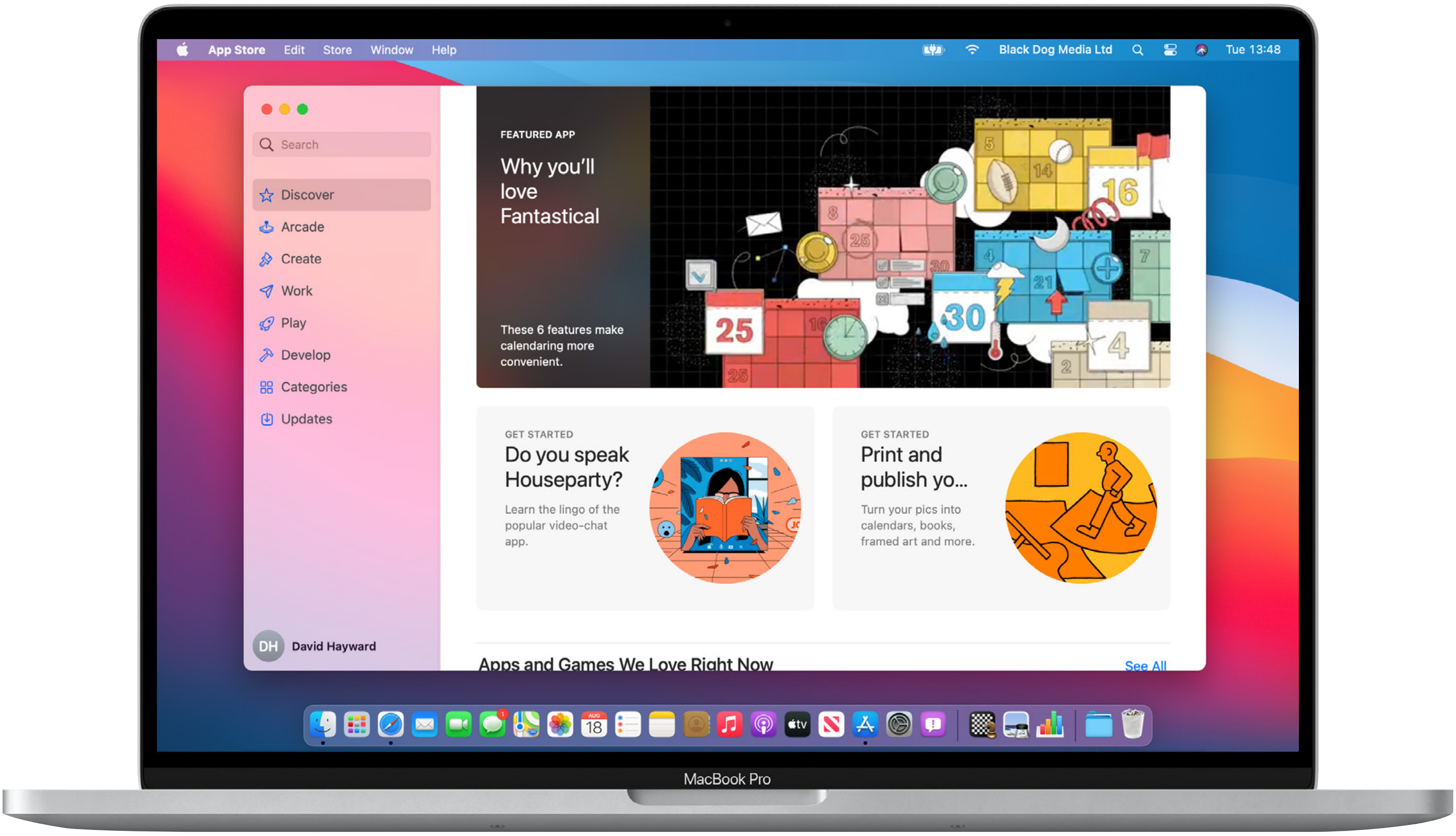
Email Address: ijosborne@worldonline.com
Username: Automatic
Password: ••••••••••••
Account Type: IMAP
Incoming Mail Server: imap.tiscali.com
Outgoing Mail Server: smtp.tiscali.com

Cancel
Back
Sign In
Inbox – Ian's emails
12,819 messages
Toilet Paper
Iceland.co.uk

6 Fill in all the information for which you're asked. The exact information required depends on the service provider in question, but it typically includes incoming and outgoing mail server addresses, your username, and your password. When you've finished, click on Sign In to finish.

Installing New Apps On Your Mac

Installing new apps on a Mac can often be a confusing experience; as it often is with other operating systems too. However, with this quick guide to hand, you'll soon learn how to best install apps and how to avoid any potential malware at the same time.


App Store
Edit
Store
Window
Help
Black Dog Media Ltd
Tue 13:48
Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
DH
David Hayward
FEATURED APP
GET STARTED
GET STARTED
See All
MacBook Pro

Why you'll love Fantastical

These 6 features make calendaring more convenient.

Do you speak Houseparty?

Learn the lingo of the popular video-chat app.

Print and publish yo...

Turn your pics into calendars, books, framed art and more.

Apps and Games We Love Right Now

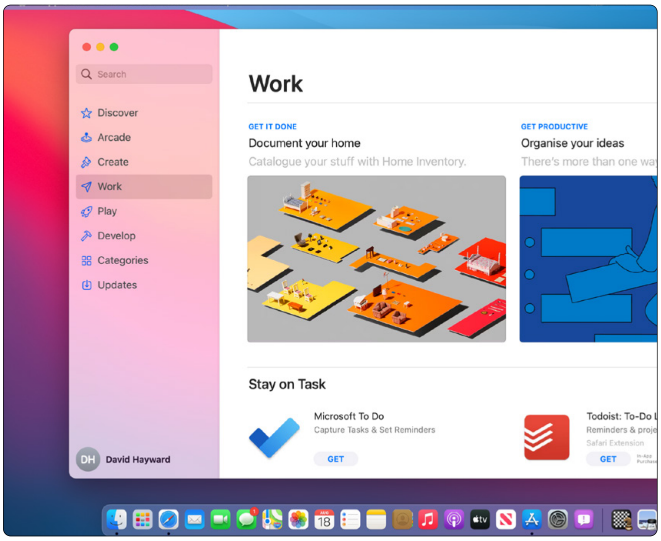
The Mac App Store

The Apple Mac Store is an impressive market place of apps, that have been registered and cleared with Apple to run on your Mac without any hint of anything unwarranted – such as malware. But it doesn't have everything on offer. There are times when you may need to go outside the Mac App Store in order to get hold of a vital app, and this is where the confusion often arises.

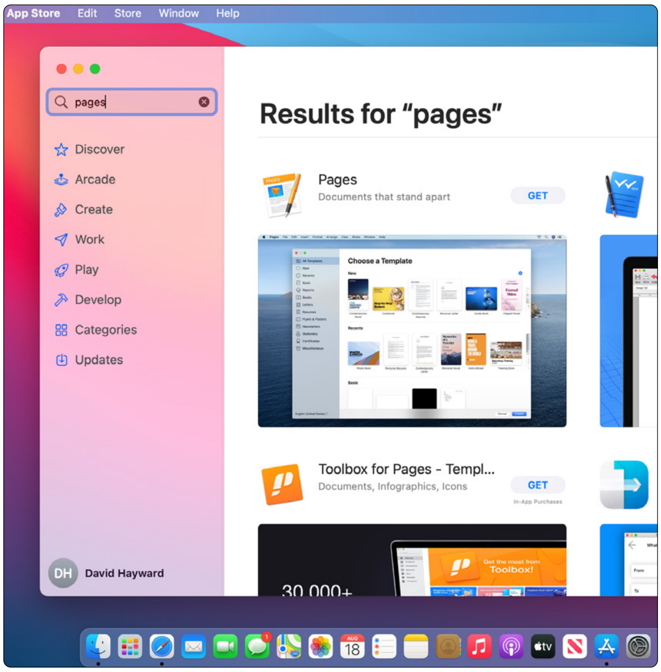
Beyond the Mac App Store you'll find all manner of different kinds of apps and these are often packaged differently depending on the developer. You can find DMG files with apps inside them, PKG installers and even Zip archives with applications inside. Let's keep things simple to begin with and start with the Mac App Store.

Installing from the Mac App Store

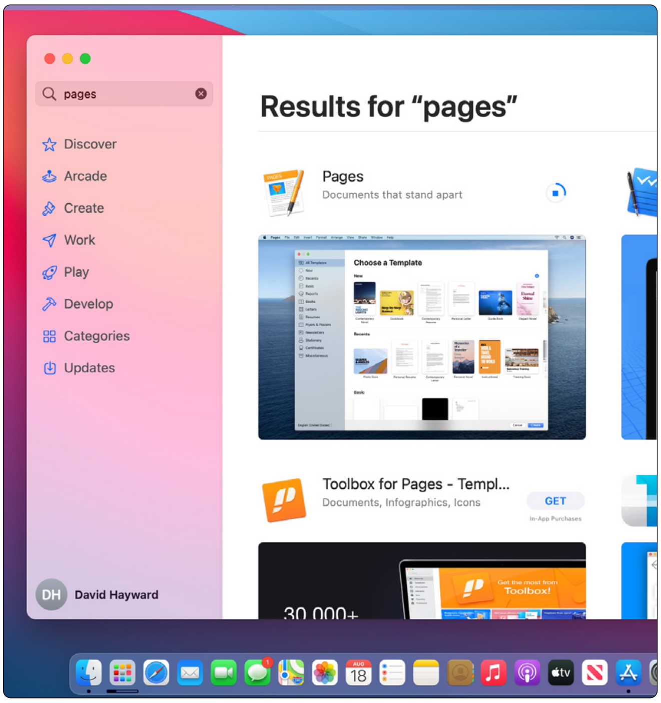
The Mac App Store is a safe and friendly place for the Mac user to visit and install apps from. Open the App Store via the Dock and you'll notice that there are categories on the left-pane, while the content relating to each category is in the right-hand or main pane. There's also a handy Search bar at the top of the App Store window.


Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
DH David Hayward
Work
GET IT DONE
Document your home
Catalogue your stuff with Home Inventory.
GET PRODUCTIVE
Organise your ideas
Stay on Task
Microsoft To Do
Capture Tasks & Set Reminders
GET
Todoist: To-Do
GET

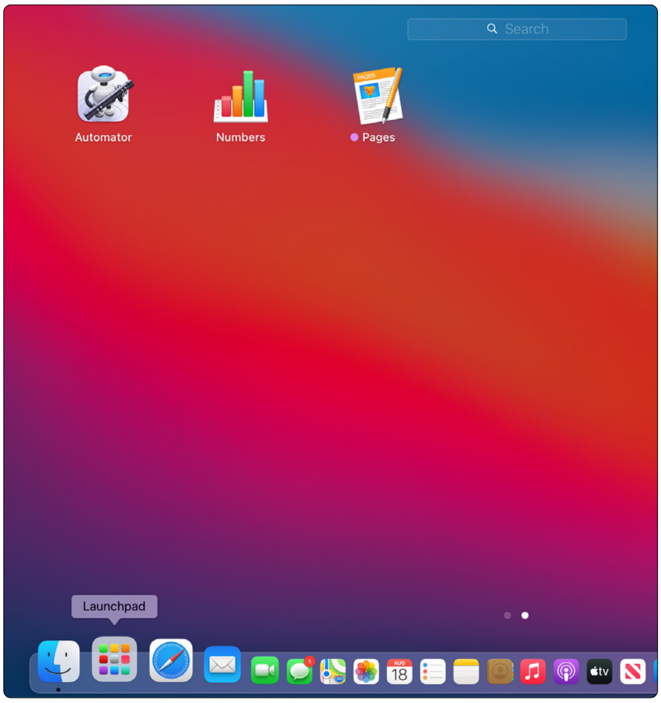
1 To install an app from the Mac App Store, either locate it via the Search bar – providing you know what you're looking for – or select it from one of the categories.


App Store
Edit
Store
Window
Help
pages
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
DH David Hayward
Results for "pages"
Pages
Documents that stand apart
GET
Choose a Template
Toolbox for Pages - Templ...
Documents, Infographics, Icons
GET
In-App Purchases
30,000+
Get the most from Toolbox!

2 When you've found the app you want to install, click on the Get button next to its title above the screenshot for the app. This will change to a green Install button and when you click on Install and sign in with your Apple ID, it will begin the process of downloading and installing the app to your Mac.


pages
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
DH David Hayward
Results for "pages"
Pages
Documents that stand apart
Choose a Template
Toolbox for Pages - Templ...
Documents, Infographics, Icons
GET
In-App Purchases
30,000+
Get the most from Toolbox!

3 The downloading and installation process may take some time, depending on the size of the app your installing and your connection to the Internet. Progress is measured with a circle where the Install button was, which is gradually filled as the app is installed. If you need to cancel the installation at any point, then click the square inside the gradually filling circle.

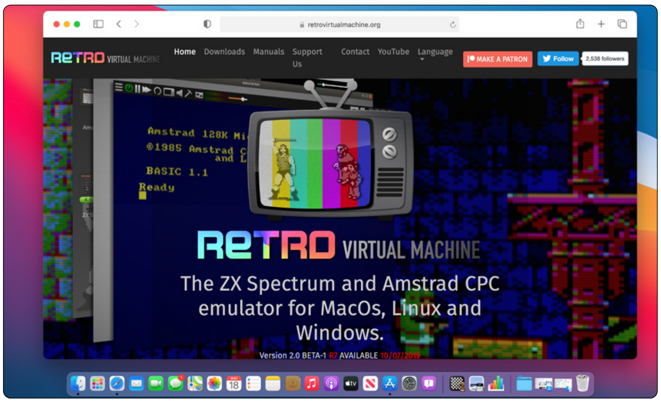

Search
Automator
Numbers
Pages
Launchpad

4 Once the app has finished downloading and installing, you can either click the Open button – which has replaced the filled circle in the Mac App Store or you can find the newly installed app through the Launchpad via the Dock. Updates are handled by the App Store and anything you purchase on one Mac will work on another Mac. It's a quick, simple and convenient way to work.

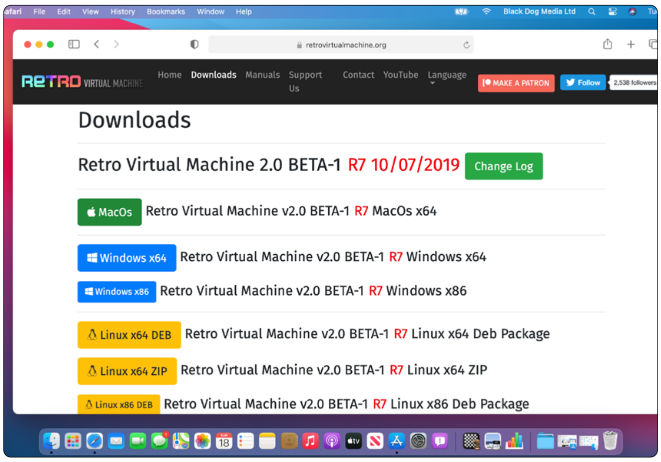
Third-Party Apps

Installing from third-party apps does carry some baggage. For one, you're not going to get updates from the Mac App Store, which may lead to an unresponsive app as the core macOS system is updated. Secondly, there's a potential security risk, as you've no way of knowing if the app you're installing has any form of malware hidden deep within it. And thirdly, it's not often quite as simple as a single click.

On the flip-side, though, if it's the app you need, then you've got very little choice in the matter. All you can do is ensure that the source you're downloading it from is reputable. Do some research into the site and the app beforehand – simply Googling the name of the app and site can yield good results. If alarm bells start ringing in your head, then there's possibly something wrong, so avoid it and look for an alternative. Otherwise, let's go.


retrovirtualmachine.org
RETRO VIRTUAL MACHINE
Home
Downloads
Manuals
Support Us
Contact
YouTube
Language
MAKE A PATRON
Follow
2,538 followers
Amstrad 128K Mi
©1985 Amstrad c
and L
BASIC 1.1
Ready
RETRO VIRTUAL MACHINE
The ZX Spectrum and Amstrad CPC emulator for MacOs, Linux and Windows.
Version 2.0 BETA-1 R7 AVAILABLE 10/07/2019

1 Begin by locating the app you want to install – as previously mentioned, look for a reputable site. Ensure that it actually has a macOS version available, as Windows or Linux developed apps won't work on a Mac (unless you do some clever work in the background).


Safari
File
Edit
View
History
Bookmarks
Window
Help
Black Dog Media Ltd
retrovirtualmachine.org
RETRO VIRTUAL MACHINE
Home
Downloads
Manuals
Support Us
Contact
YouTube
Language
MAKE A PATRON
Follow
2,538 followers

Downloads

Retro Virtual Machine 2.0 BETA-1 R7 10/07/2019 Change Log

MacOs Retro Virtual Machine v2.0 BETA-1 R7 MacOs x64

Windows x64 Retro Virtual Machine v2.0 BETA-1 R7 Windows x64

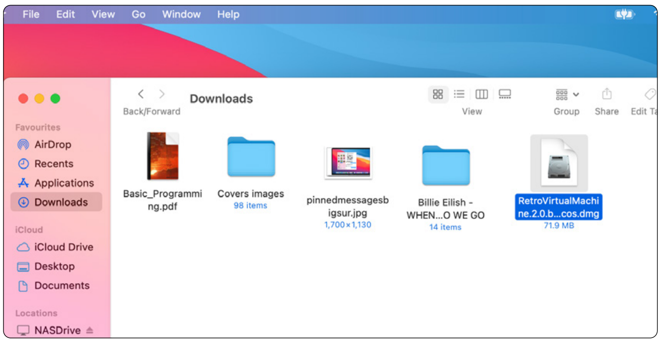
Windows x86 Retro Virtual Machine v2.0 BETA-1 R7 Windows x86

Linux x64 DEB Retro Virtual Machine v2.0 BETA-1 R7 Linux x64 Deb Package

Linux x64 ZIP Retro Virtual Machine v2.0 BETA-1 R7 Linux x64 ZIP

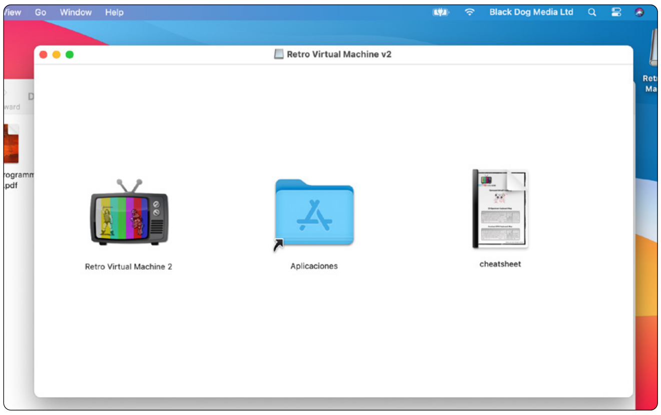
Linux x86 DEB Retro Virtual Machine v2.0 BETA-1 R7 Linux x86 Deb Package

2 There's usually a Downloads section to any site where there's apps available from the developer. In there you can find the macOS specific installation file you need for the app in question. Click the link to it or button, to begin the download of the app's installer.

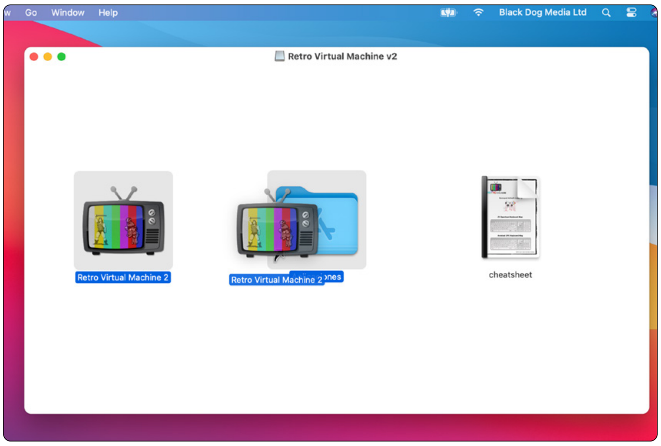

File
Edit
View
Go
Window
Help
Downloads
Back/Forward
View
Group
Share
Edit T
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Basic_Programming.pdf
Covers images
98 items
pinnedmessagesbigsur.jpg
1,700×1,130
Billie Eilish - WHEN...O WE GO
14 items
RetroVirtualMachine.2.0.b...cos.dmg
71.9 MB

3 Most macOS downloaded app installers come as DMG files. A DMG file is an Apple Disk Image file or a Mac OS X Disk Image file. It's basically a digital reconstruction of a physical disk and stores compressed software installers instead of having a physical medium. These DMG files can therefore be mounted as virtual disk images.

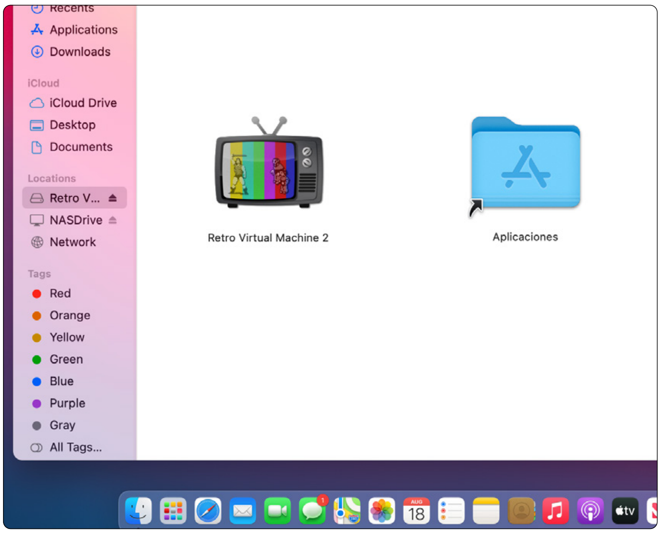
All downloads from Safari are stored in the Downloads folder in Finder. Locate the folder and the DMG file you've downloaded, then double-click to mount the virtual disk image.

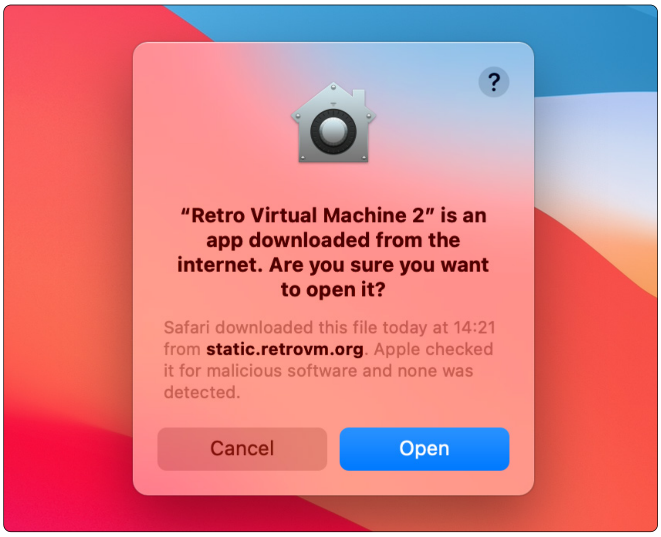

View
Go
Window
Help
Black Dog Media Ltd
Retro Virtual Machine v2
Retro Virtual Machine 2
Aplicaciones
cheatsheet

4 This does one of several operations: first, macOS will scan the DMG file and ensure it's all there and in the right order to read from. Secondly, it will open a virtual disk image both on the desktop and within Finder as a new external drive. Thirdly, you'll get a brief notice indicating how to install the chosen app on to your system.


Go
Window
Help
Black Dog Media Ltd
Retro Virtual Machine v2
Retro Virtual Machine 2
Retro Virtual Machine 2
cheatsheet

5 Within the notice window, drag the icon for the app into the Applications folder that's displayed in the middle. The third icon is often a file containing instructions about the app you're installing and can be double-clicked to read through before or after you install the app.


Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
Retro V...
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
Retro Virtual Machine 2
Aplicaciones


“Retro Virtual Machine 2” is an app downloaded from the internet. Are you sure you want to open it?

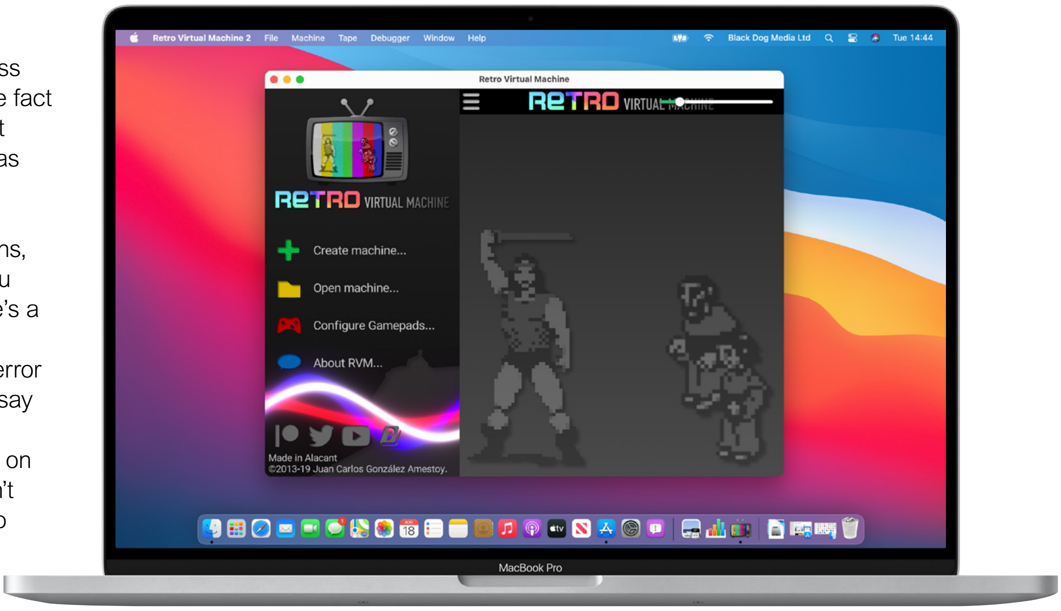
Safari downloaded this file today at 14:21 from **static.retrovm.org**. Apple checked it for malicious software and none was detected.

?
Cancel
Open

6 The app’s virtual image can be ejected once the copying of the file has been completed. You can either click on the Eject button next to the name of the virtual image in the Locations section of Finder or you can right-click the virtual image icon on the desktop and choose Eject. It may take a few seconds for the virtual media to be ejected safely, so be patient if it doesn’t happen as soon as you click the button.

7 You can now run the app. Locate it in the Applications folder in the Favourites section of Finder and double-click as you would do any other app. You may receive a warning stating that the app you’ve installed has been downloaded from the Internet and that Safari has checked it and regarded it as safe (or not, and if Safari thinks it’s unsafe, it’s best not to even try and install it). Click on the Open button and the app will launch as if you’ve installed it via the Apple Mac App Store.

8 The app should launch as expected. If you come across any problems it’s often down to the fact that you are running a more recent version of macOS than the app was designed for or the app is 32-Bit, whereas macOS Big Sur will only execute 64-Bit apps. If this happens, it’s worth checking with the site you downloaded it from; perhaps there’s a more recent version to download. Otherwise, you could Google the error and see what other users have to say about the matter. Most apps often produce unique errors depending on the developer and the app, so don’t always expect the same solution to work all of the time.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PKG Files.

One other popular file type for macOS installations is the PKG file. Although it’s not as popular as DMG files. Simply put, a PKG file are installation packages that generally contain automated scripts that will direct the installation of the app in question. They will take you through a kind of setup wizard and create a multi-step installation process.

They are usually only used where multiple additional components are required by the app but also when different services are required from macOS or the installation files will be placed in different areas of the Mac’s file system.

One more note: Once you’ve installed any DMG or PKG file, you can delete it from the system. Its job is finished now, and the app is installed. Unless you’d like to keep it in case you install it on another Mac, there’s no need to keep hold of it in the Downloads folder. You can simply drag it into the bin and delete it.

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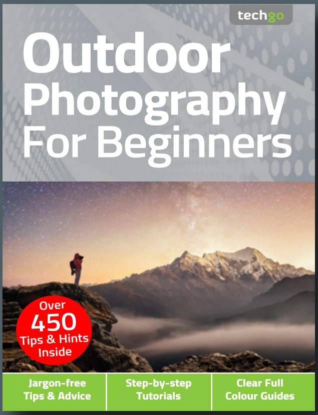
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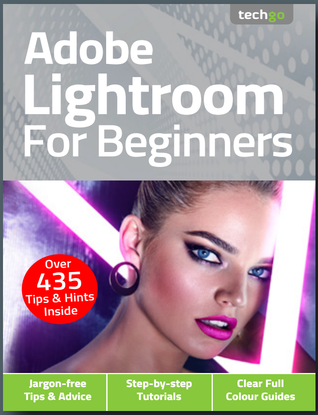
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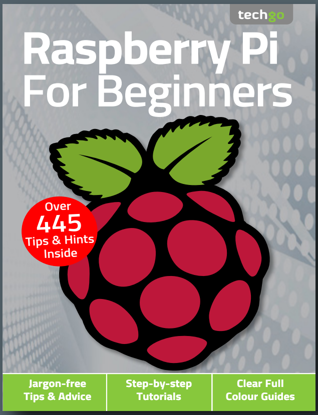
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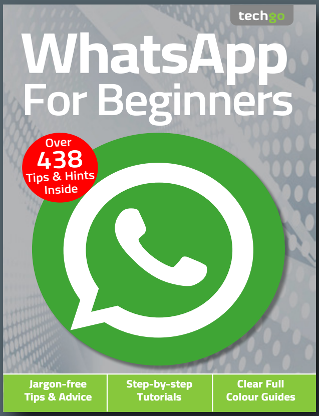
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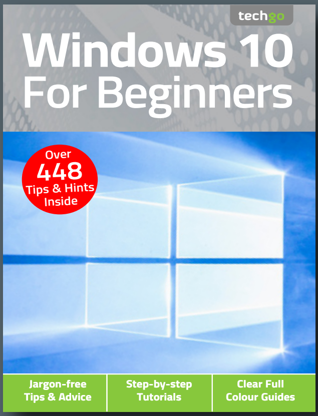
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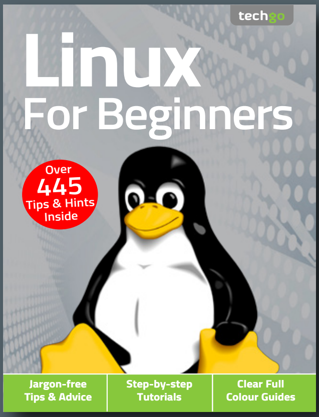
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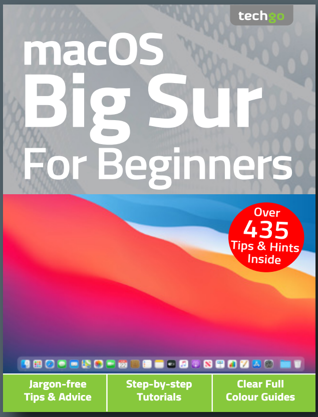
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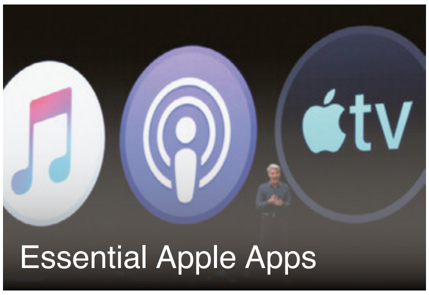

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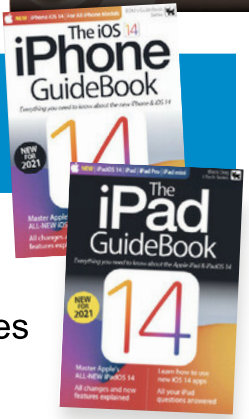

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